

**CHARTER OAK STATE COLLEGE**  
**JOB OPPORTUNITY**  
**GBTGA (Go Back to Get Ahead) Educational Counselors (two FT durational positions)**  
**UNIT IF APPROPRIATE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 85 Alumni Road

**Hours:**

**Salary:** \$56,723

**Closing Date:** March 10, 2014

**General Knowledge:** The GBTGA Education Counselors provide academic and educational counseling to returning adult students across Connecticut using a variety of communication channels; advise students on best options for degree completion given the student's articulated goals; work to identify and mitigate barriers to returning to college and collaborate with the ConnSCU schools to ensure a seamless and successful enrollment process.

**Preferred Skills and Ability:** Bachelor's degree, and a minimum of four (4) years of relevant experience or Master's Degree and two (2) years relevant experience; strong oral and written communication skills; the ability to work independently; and competency in computer applications.

**Special Knowledge:**

**Position Summary:**

Responds to inquiries received by email, phone and through a CRM system; records all activity in a timely fashion and identifies actions and status updates  
Advises returning adult students in person and remotely on their admissions, financial and academic options  
Assists students in understanding academic requirements and degree plan options across the ConnSCU system  
Works as part of the GBTGA team to achieve enrollment goals in accordance with the project plan  
Cultivates and nurtures relationships with college partners  
Assists in the planning and implementation of recruiting events

**Special Experience:**

**Eligibility Requirement:** Bachelor's degree, and a minimum of four (4) years of relevant experience or Master's Degree and two (2) years relevant experience; strong oral and written communication skills; the ability to work independently; and competency in computer applications. Some evening hours are required. These positions are durational in nature, starting on or about April 1, 2014 and ending on or about March 30, 2015. The positions may be extended contingent upon additional funding.

Interested and qualified candidates who meet the above requirements should view the complete job description and submit a cover letter and resume by March 10, 2014 at [www.charteroak.edu/AboutUs/Employment](http://www.charteroak.edu/AboutUs/Employment). No phone calls please.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.