

## **Project Success Position Announcement Program Specialist**

Northeastern Illinois University (NEIU) invites applications for a full-time Program Specialist/Academic Advisor position in the Project Success program.

### **About Northeastern Illinois University**

Northeastern is a comprehensive state university located on the north side of Chicago with 12,000 undergraduate and graduate commuter students. The university is known for support of its quality programming consistent with the University's mission of excellence, access, diversity and community. Northeastern Illinois University is nationally recognized as having the most ethnically diverse student body in the Midwest.

### **About Project Success Program**

Project Success serves underrepresented students, primarily African Americans who demonstrate the potential for academic success and are willing to direct energy into a challenging baccalaureate education. Most students require preparation for college academic work because of previous circumstances related to test-taking or study/ learning skills. Project Success delivers a full range of services including recruitment, admissions, academic advisement, student development, study skills instruction, career exploration, and cultural enrichment activities. This comprehensive approach supports student adjustment to college demands and serves to promote achievement and personal excellence.

### **Program Specialist/Academic Advisor will:**

Report to the Director of Project Success and Proyecto Pa'Lante who reports to the Dean of Academic Development. The Program Specialist plans and manages caseload advisement, career exploration, and other program services until students complete their general education requirements and matriculate into a major course of study. The Program Specialist facilitates intrusive and probationary advisement practices. The Specialist conducts assessment activities and writes related reports. The Program Specialist will foster the growth of decision-making, intellectual, self-confidence, and leadership skills in students. The Specialist will respond to student needs as related to college transition, academic development and retention. The Program Specialist will guide, coach and meet regularly with students every semester. The Program Specialist will also manage the recruitment/admissions, early alert process and will teach Project Success Seminar I and II.

**Required Qualifications:** Successful candidates will demonstrate the ability to work with students, faculty and staff and enable Project Success to offer innovative instruction, creative problem solving, and overall excellent approaches for student persistence and retention. Master's degree in Higher Education, Counseling or related field required. Two to five years experience in college/university advisement and/or counseling. Experience with two or more of the following areas: Recruitment, College/University Teaching, and/or Computer Proficiency using web design and graphics software. Ability to write clearly and concisely as demonstrated by "Philosophy Statement" (as required below) describing candidate's philosophy regarding the delivery of academic support services at an ethnically diverse urban institution. Two to five years experience in college/university advisement and/or counseling. Experience with one or more of the following areas: Enrollment management, Program Planning and/or Career Exploration. An in-depth understanding and experience with the educational, economic and cultural needs of Latino/Urban students transitioning into college. Exceptional verbal and written communication skills and the ability to multi-task. Experience serving a diverse population with commitment, dedication and belief in the development and fullest potential of each student.

**Application Procedure:** Send letter of interest addressing qualifications, a current resume and e-mail, a Philosophy Statement describing your philosophy of practice regarding the delivery of academic support services to students at an ethnically diverse urban institution, and three professional references to the attention of: Ms. Andrea Daniels, Project Success Search and Screen Committee, Northeastern Illinois University, 5500 N. St. Louis Ave., Classroom Building, Room 4029, Chicago, IL 60625. Applications will be reviewed beginning April 15, 2008 and the position will remain opened until filled. For more information visit us at [www.neiu.edu](http://www.neiu.edu).

**Northeastern Illinois University is an Equal Opportunity Affirmative Action Employer and invites applications from women and minorities as well as other qualified individuals.**

## **Proyecto Pa'Lante Position Announcement Program Specialist**

Northeastern Illinois University (NEIU) invites applications for one (1) full-time Program Specialist/Academic Advisor position in the Proyecto Pa'Lante program. Program Specialist serves a diverse population and must reflect commitment, dedication and belief in the development and fullest potential of each student. Successful candidates will demonstrate the ability to work with students, faculty and staff and enable Proyecto Pa'Lante to offer innovative instruction, creative problem solving, service learning and overall excellent approaches for student persistence and retention.

### **About Northeastern Illinois University**

Northeastern is a comprehensive state university located on the north side of Chicago with 12,000 undergraduate and graduate commuter students. The university is known for support of its quality programming consistent with the University's mission of access and excellence. Northeastern Illinois University is nationally recognized as having the most ethnically diverse student body in the Midwest.

### **About Proyecto Pa'Lante Program**

Proyecto Pa'Lante serves primarily Latino students who demonstrate the potential for academic success and are willing to direct energy into a challenging baccalaureate education. Most students require preparation for college academic work because of previous circumstances related to test-taking or study/ learning skills. Proyecto Pa'Lante delivers a full range of services including recruitment, admissions, academic advisement, student development, study skills instruction, career exploration, and cultural enrichment activities. This comprehensive approach supports student adjustment to college demands and serves to promote achievement and personal excellence.

### **Program Specialist/Academic Advisor**

The Program Specialist reports to the Director of Project Success and Proyecto Pa'Lante, who reports to the Dean of Academic Development. The Program Specialist plans and manages caseload advisement, career exploration, and other program services until students complete their general education requirements and matriculate into a major course of study. The Program Specialist facilitates intrusive and probationary advisement practices. Specialist conduct assessment activities and writes related reports. They foster decision-making, intellectual growth, self-confidence, leadership skills and respond to student transition, academic development and retention. Specialist will guide, coach and meet regularly with students every semester. The Program Specialist will also manage the recruitment/admissions, early alert process and will teach a Proyecto Pa'Lante Seminar I and II .

**Required Qualifications:** Master's degree in Higher Education Counseling or a related field required. Teaching, Recruitment, Technology, Writing, specialty is desired. Two to five years experience in college or university advisement and/or counseling. Experience related to enrollment management, program event planning and career exploration.

Bilingual skills (Spanish/English). An in-depth understanding and experience with the educational, economic and cultural needs of Latino/Urban students transitioning into college is a must. Exceptional verbal, written communication, coaching, computer proficiency and multi-tasking skills needed. Experience in an urban college or university is preferred.

**Application Procedure:** Send letter of interest addressing qualifications, a current resume and e-mail, a statement outlining your philosophy of the delivery of academic support services at an ethnically diverse urban institution, and three professional references to the attention of: Ms. Andrea Daniels, Proyecto Pa'Lante Search and Screen Committee, Northeastern Illinois University, 5500 N. St. Louis Ave., Classroom Building, Room 4029, Chicago, IL 60625. Applications will be reviewed immediately. The position will remain opened until filled. For more information visit us at [www.neiu.edu](http://www.neiu.edu).

*Northeastern Illinois University is an Equal Opportunity Affirmative Action Employer and invites applications from women and minorities as well as other qualified individuals.*