

SELF ENHANCEMENT, INC.

3920 North Kerby, Portland, OR 97227-1255 (503) 249-1721...Fax (503) 249-1955

JOB DESCRIPTION

POST HIGH SCHOOL COORDINATOR

The Post High Coordinator is responsible for assisting SEI high school seniors, graduates, non-graduates and college students with college entrance, continuation support and career development. Duties include assisting students with college grants and scholarship applications, coordinate SAT prep, coordinate employment placement and vocational training. This is a full-time position that reports to the Director of Youth Services.

PRIMARY RESPONSIBILITIES

- Manage a case load of approximately 60 high school, post high school and college students.
- Arrange tutoring for SAT prep and other college entrance exams.
- Assist students in applying for scholarships, grants and college admission.
- Coordinate SEI's "Scholarship" program.
- Participate in the coordination of students and act as chaperone for the Historical Black College and University tour, coordinate other local college visitations.
- Career development to include job placement, counseling, monitoring, referral services and training.
- Assist with the coordination of the SEI Summer Youth Employment Program.
- Develop appropriate job opportunities for students by establishing and maintaining employer partnerships with local area businesses.
- Design and implement pre-employment training curriculum for in-school and center participants.
- Maintain files and develop tracking systems for participating students.
- Other responsibilities and tasks as assigned.

QUALIFICATIONS

- Bachelor's Degree in business, social science or related field.
- Three years experience in college prep and/or work readiness may substitute for educational requirement.
- Ability to use personal initiative and cooperation in performing job duties.
- Must be a team player.
- Skills in oral and written communication, including public speaking required.
- Outstanding interpersonal skills and problem solving skills.
- Ability to establish and maintain positive working relationships.
- Must have basic computer skills to include word processing and data entry - MS Word preferred.
- Ability to handle multiple tasks and must be highly organized.
- Willing to work a flexible schedule, including some evenings and weekends. Overnight travel required.
- Must have valid driver's license and be insurable under SEI's auto insurance.

SALARY & BENEFITS

- \$2,887 - \$4,186 per month.
- 100% paid medical, dental, vision for employee, ½ premium amount paid for dependents.
- 401(k) Retirement Savings Plan (3% company match.)
- 125 Cafeteria Plan.
- 4 weeks accrued vacation per year.
- Paid life and disability insurance.

This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.