



Job Posting Announcement

Date: 09/02/2026
Program: TRIO/Talent Search
Job Title: College Access Counselor
Location: Campbell/Claiborne Counties
FLSA Status: Non-Exempt, Full-Time; 37.5 hours/week
Salary Grade: 11 A. (\$20.00/Hr.)
Reports to: Talent Search Program Manager & TRIO Program Director

POSITION SUMMARY: Provide one-on-one assistance to participants concerning the college admissions process, financial aid, and other services to improve financial and economic literacy.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Recruit participants for program enrollment.
- Screen and verifies participants for program enrollment eligibility and assesses needs.
- Conduct weekly meetings with participants.
- Provide one-on-one assistance to students concerning high school academics, the college admissions process, financial aid, career choices and goals, etc.
- Conduct college/career/financial aid workshops for participants and parents.
- Develop program relationships with schools, parents and other providers.
- Maintain participant and project records and reports in accordance with funding source and agency requirements.
- Monitor participants' academic performance and ensure tutoring is available when needed.
- Participate in cultural activities, Saturday trips, and/or campus visits.
- Participate in and assist with summer activities.
- Meet monthly, quarterly, and yearly program objectives and deadlines.
- Work with other DCEA TRIO programs to ensure effective collaboration.
- Provide the above services in other areas served by DCEA TRIO programs when needed.
- Performs other duties as required and assigned.

WORK SITE: Campbell/Claiborne County

SUPERVISORY RESPONSIBILITIES: Does not supervise anyone.

OTHER JOB RESPONSIBILITIES:

- Travel in the TRIO service area and some overnight, out-of-area travel to meetings or summer trip destinations is required.
- Must have valid Tennessee / Kentucky driver's license and proof of liability insurance on automobile.
- Weekend work may be required for special events.
- Work schedule may change temporarily due to special events.
- Complies with all rules, policies and procedures of the agency and program.
- Maintains confidentiality of participants and agency information.
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age, citizenship, ethnicity, national origin, disability, marital status, genetic information, or veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria.
- This job may change at any time for any or no reason.



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ROLE QUALIFICATIONS:

Education and Experience Requirements:

- Bachelor's degree from an accredited college or university required.
- Experience in college preparation, high school academics, other educational and program support serving students/individuals similar to target populations. Previous TRIO experience preferred.

Other Knowledge, Skills, and Abilities:

- Proficient with Microsoft Office Suite or related software.
- Ability to assess client needs and develop service plans with secondary and post-secondary goals & strategies.
- Excellent organizational and decision-making skills
- Must have demonstrated the ability to work with diverse groups of people, handle multiple tasks, and learn and perform tasks with limited supervision.
- Strong public relations skills, energetic, enthusiastic, self-motivated and good communications skills.
- Ability to communicate clearly and concisely, both orally and in writing.
- Demonstrated success in overcoming barriers similar to the target population to be served.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit for extended periods; use hands and fingers, to handle or feel objects; and reach with hands and arms. The employee often is required to talk or hear. The employee is frequently required to stand; walk; and occasionally required to stoop or kneel. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the work environment is usually quiet to moderate but can sometimes be loud.

Equal Opportunity Employer

Application Deadline: Applications will be accepted until position is filled.

To Apply: Send resume to Human Resources email: jobs@douglascherokee.org or mail to DCEA Human Resources, 534 East First North Street Morristown, TN 37814.