

# Education Specialist

TRIO - Upward Bound

Position is located in Hot Springs, AR

Nine month and two summer terms

**Job Description:** The Education Specialist will provide academic, career, and financial advisement and assistance to all HSU UB students. The Education Specialist must possess the ability to communicate effectively with students, parents and educational staff as well as other project stakeholders. The Education Specialist must also have experience in planning, coordinating and carrying out program activities (i.e., workshops for students, parents and educators, college visits, student activities, tutoring or mentoring). Knowledge of college admission and financial aid procedures and StudentAccess database is preferred.

**Qualifications:** Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff and students. In pursuit of this commitment, candidate must possess a Master's degree or in the process of completing a Master's degree in counseling, education, administration, or a related field. Commitment to and experience working with disadvantaged populations. A minimum of three years' experience in managing and implementing educational programming that will serve disadvantaged students.

**Salary:** Salary high \$30,000's. The Upward Bound grant is a federally-funded program and is contingent upon new federal grant funding.

**The University:** Henderson is located in Arkadelphia, AR, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic DeGray Lake, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit [www.hsu.edu](http://www.hsu.edu), [www.arkadelphiaalliance.com](http://www.arkadelphiaalliance.com), or [www.arkadelphiaschools.org](http://www.arkadelphiaschools.org) for more information about Henderson and our community.

## Application:

To be considered, each applicant must provide a letter of interest, complete resume, the names, phone numbers and email address of four (4) references, and unofficial transcripts.

Submit all items electronically to:

Jared Bray, Search Committee Chair  
brayj@hsu.edu

Review of applications will begin **immediately** and continue until the position is filled. The final applicant for this position will be required to submit to a background screening including a criminal background check pursuant to university policy. The applicant will also be required to provide official transcripts to Human Resources. Under the provisions of the Arkansas Freedom of Information Act, applications are subject to public inspection upon written request.