



Dr. Benjamin L. Hooks Job Corps Center
1555 McAlister Drive
Memphis, TN 38116
Phone (901) 396-2800 ~Fax (901) 344-5930

**EMPLOYMENT OPPORTUNITY
(1st Internal/External Posting)**

ADMISSIONS COUNSELOR (3 POSITIONS) – MEMPHIS, TN

Department: OA
Classification: Exempt
SOC Code: 25-3011
Status: Full-time

Reports To: OA Manager
Dates of Posting: 07.07.22 – 07.14.2022
Salary: Contact Human Resources

GENERAL FUNCTIONS:

Recruits students for the Job Corps Program by making and maintaining a network of referral sources such as students already in the Job Corps Program, the Community Advisory Board, churches, welfare agencies (WIN, TANF, Food Stamps, Income Maintenance, etc.); the Employment Service, courts, schools, and political leaders or organizations; ads, radio, public interest programs, on local T.V.; giving speeches at neighborhood organizations, churches, unions, etc.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in human services, psychology, counseling, education, social science, communications or closely related field and one year of related experience.

OR

Associate degree in human services, psychology, counseling, education, social science, communications or closely related field and two years related experience. Experience may include successful Job Corps outreach and admissions experience or successful outreach and admissions experience with other youth development programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective verbal and written communication skills
- Effective organization skills
- Effective interpersonal skills
- Ability to interpret and analyze data

LICENSES OR CERTIFICATES: A valid Regular Driver License is required.

Interested **internal** applicants apply online and forward an updated resume and appropriate credentials to:

**Dr. Benjamin L. Hooks Job Corps Center
ATTN: Human Resources
1555 McAlister Drive Memphis, TN 38116**

Visit our website at <https://bhooksjcc.applicantpool.com/jobs/>

Your application will not be considered if you fail to meet the required deadline.

**An Equal Opportunity Employer
M/F/Veterans/Disability**

MINACT is a federal contractor and desires priority referrals of protected veterans

