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## Edwardsville Bulletin: February 27, 1975

Southern Illinois University Edwardsville

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# Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University

February 27, 1975

## POSITION DESCRIPTION

### COMMUNITY FACILITATOR AND STAFF ASSISTANT

This position will recruit and assist in providing guidance services to persons eligible for post-secondary education in the Belleville area.

#### Specific Duties:

1. Identify persons within the geographic area who are interested or in need of post-secondary education.
2. Work directly in the community canvassing block by block in their search for persons desiring entrance into post-secondary education.
3. Work with and supervise the student workers in outreach techniques.
4. Assist when possible in tutorial services.
5. At the request of the counselor speaking to various community organizations about EOC.
6. Assist the counselor in office duties when necessary.
7. Assist the counselor in the maintenance of a comprehensive "follow-up" procedure on those persons recruited into the program.
8. Keep complete records of all contacts made in the community.

#### Desired Qualifications:

Bachelors Degree in the social service field, counseling or community organization. At the Director's discretion persons with less college and compensating experience may be considered.

Salary: \$200-\$300 per month/quarter time

Closing Date for Applications: March 12, 1975

Letters of application and resumes should be forwarded to: John Robinson, Special Programs and Minority Affairs, Southern Illinois University at Edwardsville, Edwardsville, Illinois 62025.

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