



**TRiO Educational Opportunity Center
Education Advisor – Grant-Funded**

Position Description:

The Education Advisor is responsible for daily operations in delivering services to the Program participants and documentation according to program and federal guidelines. The Education Advisor is a 100%, 12-month position reporting to the EOC Program Director.

Qualifications:

- Bachelor's Degree in education, social work, or related field required
- One year's experience in TRIO, instruction, or administration required
- One year's experience working with disadvantaged/minority populations
- Experience with low-income, under-represented, and at-risk populations
- Demonstrated ability to communicate effectively with participants and supporting agencies and community constituents
- Experience in group and/or individual workshop development and presentation
- A positive, enthusiastic personality willing to provide service for participants' educational preparation
- Demonstrated sensitivity to needs of economically and educationally disadvantaged students
- Preference may be given to applicant with educational and/or economic background similar to the target population
- Flexible scheduling to include daily and overnight travel
- Reliable transportation

Knowledge, Abilities, and Skills:

- Ability to communicate effectively with diverse populations
- Ability to work with others toward a common purpose is essential
- Computer skills essential, especially Microsoft Excel
- Excellent organizational and interpersonal skills
- Knowledge of occupational/interest testing
- Knowledge of assessment of at-risk populations
- Knowledge of the EOC grant
- Knowledge of financial aid and FAFSA
- Knowledge of postsecondary admissions process

SALARY

Salary commensurate with education and experience as defined on the Salary Placement Schedule. A generous fringe benefits package is included.

APPLICATION DEADLINE

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

APPLICATION PROCEDURES

To be considered for the position, interested candidates should submit all of the following: cover letter, resume, completed application (available at www.anc.edu/jobs) and transcripts to thampton@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109**. For more information, please call (870)762-3121.

DATE OF ANNOUNCEMENT

June 2, 2020

ANC is an affirmative action, equal opportunity employer