



## **Pathways Advisor**

*Grant-funded*

### **Position Description:**

Position is a twelve-month, grant-funded appointment to begin immediately and reports to the Pathways Director. The ideal candidate should be persuasive, results-oriented, and able to work independently and as part of a team. He or she must possess excellent communication and interpersonal skills, be willing to travel, and work evenings and some weekends. The successful candidate must have excellent organizational skills and a high level of energy.

Duties include working at Arkansas Northeastern College serving as a student advisor and a support system contact, tracking student progress, and assisting the CPI Program in meeting goals for TEA Enrollment, Award Attainments, and Employment. Additional duties include working with departments and individuals across the college campus and various external stakeholders such as Department of Workforce Services, other state agencies and with business and industry.

### **Qualifications:**

Minimum of a Bachelor's degree is required. The ideal candidate should be a flexible, enthusiastic self-starter with excellent organizational skills who welcomes a challenge and has a high energy level. This person will serve as a source of motivation for all of our students. Knowledge of ANC programs of study and prior experience in case management, career placement and public speaking are preferred. Familiarity with common office software including Microsoft Word, Excel and PowerPoint.

### **Responsibilities:**

- Develops, organizes and conducts mandatory student orientation sessions/workshops including employment related
- Advises students concerning academic, career, social and personal needs, and tracks student data on all interactions
- Conducts personal and group advising session and refers students to appropriate community agencies
- Ability to work cooperatively with various level of representatives of business and industry
- Collects and maintains detailed placement/follow-up data on work based learning opportunities and graduates and disseminates this information to all CPI Advisors

- Keeps abreast of student advising trends, develops new strategies and attends conferences for professional development
- Collaborates with other personnel who provide student academics/services/employment opportunities both on and off campus with local agencies and/or industries
- Other duties may be assigned

**Salary:**

Salary is determined by education and experience. A generous fringe benefit 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 Procedure:**

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](http://www.anc.edu/jobs)) and transcripts to [thampton@smail.anc.edu](mailto: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:**

July 25, 2022

*Arkansas Northeastern College is an affirmative action, equal opportunity employer.*