



TRiO Educational Talent Search
Education Advisor
(Grant-funded)

Position Description:

The ETS 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, grant-funded position reporting to the ETS Program Director.

Qualifications:

- Bachelor's Degree in education, social work, or related field required
- One year's experience in TRiO, instruction, or administration preferred
- One year's experience working with disadvantaged/minority populations
- Demonstrated sensitivity to needs of economically and educationally disadvantaged students
- Positive personality and a desire to provide opportunities for student growth
- Ability to communicate effectively with diverse populations
- 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 work with others toward a common purpose is essential
- Computer skills essential, especially Microsoft Access
- Excellent organizational and interpersonal skills
- Knowledge of occupational/interest testing
- Knowledge of assessment of at-risk populations
- Knowledge of the ETS grant
- Knowledge of financial aid and FAFSA
- Knowledge of postsecondary admissions process
- Knowledge of planning and organizing events

Responsibilities:

- Identify individuals via selection criteria and develop a resource pool of community representatives from target schools, postsecondary schools, adult education/GED programs, and community groups and organizations to provide referrals of potential students in the target area
- Establish and serve as liaison with target schools, postsecondary institutions, and designated community agencies
- Collect, compile, analyze, and document participant records according to program and federal guidelines. Maintain timely updates as directed
- Provide professional services to participants including, but not limited to, tutoring, admissions test prep, admissions applications, financial aid, scholarships, and secondary/postsecondary educational information
- Provide workshops to participants, including but not limited to, time management, dropout prevention, Near Pear, Road to Rigor, and financial literacy
- Provide information on the consequences of dropping out, the Credit Recovery Program, alternative education programs, and adult education/GED programs
- Provide Kuder, Myers Briggs Type Indicator, and other career/personality assessments to participants
- Submit timely progress reports and required travel documentation as directed
- Work effectively with staff personnel in a sincere spirit of teamwork
- Attend staff meetings, in-service training, and out-of-town and local conferences as required
- Inform secondary and postsecondary institutions, community agencies, and the general public about the TRiO Educational Talent Search Program objectives and services
- Plan and organize ETS participant activities, including but not limited to, Mock ACT, Mad City Money financial literacy, and Jane Ross ACT prep
- Plan and organize ETS summer camps, including but not limited to Math and Science camp and Rising Seniors workshops
- Plan, organize, and execute ETS participant road trips to cultural activities and college campus visits
- Perform other duties as required or assigned

Salary: Salary is determined by 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 To apply, send completed ANC application, letter of interest, resume,
Procedures: references, and transcripts for all postsecondary work and certification to:

**Office of Human Resources
Arkansas Northeastern College
P. O. Box 1109, Blytheville, AR 72316-1109**

or email to thampton@smail.anc.edu. For more information, call (870) 762-3121.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: May 12, 2021

Arkansas Northeastern College is an equal opportunity/affirmative action employer