



## **Educational Opportunity Center Education Advisor** *(Grant-funded)*

**Service area includes Mississippi, Poinsett, and Greene Counties**

- Position Description:** Position is a full-time, twelve-month, grant-funded position beginning immediately. The position reports to the Director of the Educational Talent Search and Educational Opportunity Center Programs.
- Qualifications:**
- Bachelor's degree required.
  - Experience with low-income, under-represented, and at-risk populations.
  - Knowledge of assessment of at-risk populations.
  - Demonstrated ability to communicate effectively with participants and supporting agencies and community constituents.
  - Excellent organizational and interpersonal skills.
  - Experience in group and/or individual workshop development and presentation.
  - Flexible scheduling to include daily and overnight travel.
  - Computer skills essential.
  - Reliable transportation.
  - A positive, enthusiastic personality willing to provide service for participants' educational preparation.
  - Person with similar background of target population – a plus.
  - Ability to work with others toward a common purpose is essential.
- Responsibilities:**
- ▶ Identify individuals via selection criteria and develop a resource pool of community representatives to provide referrals of potential students, mentors, community resources, facilities, etc., in the target area.
  - ▶ Establish and serve as liaison with designated community agencies and postsecondary institutions.
  - ▶ Collect, compile, analyze, and document participant records. Maintain timely updates as directed.
  - ▶ Provide professional services to participants including, but not limited to, career planning, secondary/postsecondary educational information, and financial aid availability.
  - ▶ Submit timely progress reports and required travel documentation as directed.

**Responsibilities:**  
*(Continued)*

- ▶ 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.
- ▶ Other duties as 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 will continue until position is filled. Interviews may occur throughout the application period.

**Application  
Procedure:**

To apply, send completed ANC application, letter of interest, resume, references, and transcripts and certification materials to: **Office of Human Resources, Arkansas Northeastern College, P. O. Box 1109, Blytheville, AR 72316-1109.** Call (870) 762-3121 or email [cwilf@smail.anc.edu](mailto:cwilf@smail.anc.edu) for more information.

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:**

January 18, 2012

*ANC is an affirmative action, equal opportunity employer*