

**TRIO Educational Talent Search
Education Advisor (Anticipated)**
(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
- 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 Procedures: To apply, send completed ANC application, letter of interest, resume, 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: August 29, 2023