



Facilitator for Alaska's College and Career Counseling Initiative (CCCI)

Position Description

Are you passionate about education and training? Can you inspire individuals? Do you want to play a pivotal role in preparing Alaskans for post-secondary education and training after high school?

We are currently searching for the right individuals throughout the state of Alaska to help us develop the Alaska College and Career Counseling Initiative (CCCI). The CCCI program is an initiative sponsored by the Alaska Postsecondary Access and Completion Network a partnership of educational and community entities focused on improving postsecondary access and success in Alaska. To apply to be a CCCI Facilitator or for more information please see: <http://65by2025.org/>.

Online facilitators will help build interaction, communication, and participation among course learners; provide feedback to the learners; and evaluate and track learner performance during the course of a course. Through use of effective collaboration techniques, facilitators are expected to create a friendly and safe environment in which learners can build successful online learning communities. In addition, facilitators will establish schedules, build and sustain learning momentum, and help learners feel comfortable with interactions online, by phone, and through email. Facilitators will also provide assistance with content and technical support, conduct assessments, and serve as exemplary representatives of the college and career counseling initiative in Alaska.

This is a part-time, paid position.

Responsibilities

1. Participate in the Facilitator Training course (online), which requires about six hours a week over a period of six to seven weeks.
2. Facilitate the course online and assist participants in their achievement of course objectives, spending approximately 6-8 hours per week over a period of 4 weeks.
3. Login daily to interact with participants or monitor course activity.
4. Moderate, guide, and encourage student interaction in course-related work groups and discussion forums.
5. Respond to student emails, requests or discussion postings within twenty-four (24) hours.
6. Act as the first line of response for student inquiries regarding curriculum-related issues. Mentor and assist participants by communicating with them via e-mail, telephone and message boards on the course web site as needed.



7. Monitor, initiate and participate in the Discussion Forum with participants to enhance their learning experience.
8. At least one week prior to course start date, the Facilitator should review all course material, post a welcome announcement, provide updated contact information, and set online office hours.
9. Schedule online office hours for participants (to take place via an online chat room) at least once during the training at a convenient time for participants.
10. Provide meaningful, substantive feedback on assignments submitted by participants based on the college and career counseling initiative rubric. Feedback must include constructive, personalized feedback and be delivered in a timely manner.
11. Participate in regular teleconference sessions with the Alaska Postsecondary Access and Completion Network to monitor progress and provide feedback.

Qualifications

- Outstanding written and verbal communication skills.
- A proven work record of exceptional attention to detail, conscientiousness, and a willingness to “go the extra mile” to get the job done.
- Ability to commit the necessary time needed to prepare for and facilitate the course and availability to offer the courses during the timeframe needed.
- Ability to demonstrate the requisite skills and strategies necessary to create and maintain an effective online learning community, including the ability to foster substantive online discussions, communicate effectively with online learners, motivate adult learners at a distance, and respond to common facilitation scenarios and challenges.
- Significant professional mentoring experience.
- Experience working with other teachers or counselors in adult learning and professional development.
- Demonstrated ability to teach and use course content with enthusiasm and passion.
- Demonstrated welcoming instincts, a personable and social approach, and the ability to effectively handle conflicts.
- Superior proficiency with email, current Internet browsers, and familiarity with online learning platforms.

Additional Preferred Qualifications

- Deep knowledge of the training content including best practices in building a college-going culture for all students; college, career, and academic planning; and financial aid and college applications.
- Experience in working to increase postsecondary access for underserved students at the school, district, or state level.
- At least five years experience teaching at the K-12 level or postsecondary level (preferably postsecondary level).
- Experience developing and delivering training online.



- Master's Degree in School Counseling, Education, or related area.
- School counseling or postsecondary advising experience .

The application and more information can be found at: <http://65by2025.org/>

Please send the completed application, resume or vitae to:

ACPE

ATTN: Barbara Mongar
800 East Dimond Blvd, Suite 200
Anchorage, AK 99515-2049

Application materials can also be sent via email to:

barbara.mongar@alaska.gov

For questions regarding the Alaska Postsecondary Access and Completion Network, or more information on the CCCI initiative please feel free to email, Saichi Oba, Chair of the Board of Directors for The Network at stoba@alaska.edu.

