



COLLEGE & CAREER GUIDE POSITION ANNOUNCEMENT

(Position starts immediately)

ACAC seeks recent college graduate who

- ❖ Is passionate about inspiring youth!
- ❖ Wants to play a pivotal role in preparing youth for education and training after high school!
- ❖ Thrives in a fast-paced, independent, and results-driven environment!
- ❖ Recently finished a Bachelor's Degree within the last 3 years!

We are looking for a recent college graduate to be our newest College & Career Guide in
THE NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
(based in Kotzebue)

The College & Career Guide is a unique service learning opportunity for a recent college graduate committed to improving education access for Alaska's youth. Guides are placed in high schools, where they develop and execute strategies to build a culture promoting postsecondary access, participation and success. They work collaboratively with counselors, teachers, and the community to provide direct student advising while being a positive cultural catalyst. They advise and assist high school students with college and career exploration, curricular choices, and the full spectrum of enrollment, admission and financial aid processes for education after high school. A successful Guide is self-directed, strategic, professional yet accessible, able to work with multiple stakeholders, and knowledgeable of higher education and the challenges facing underserved youth. This guide will provide services through in person and distance based interactions with students throughout the Northwest Arctic Borough School District.

The individual selected will work independently and as part of a team to:

- Promote the value of and options for education after high school
- Conduct classroom presentations, parent nights, campus field trips, and other related activities
- Advise students on career exploration, curricular choices, and financial aid options
- Facilitate college entrance exam preparation and registration
- Assist students with postsecondary application process, FAFSA, and scholarship applications
- Promote and encourage student use of the Alaska Career Information System (AKCIS)
- Encourage advanced placement, dual enrollment, and other pre-college activities when applicable
- Participate in committees & workgroups aimed at increasing postsecondary participation.

The ideal applicant will possess the following demonstrated strengths:

- Knowledge of Alaska's higher education/career system, admission and financial aid processes
- A commitment and understanding of youth in Alaska
- Excellent oral and written communication
- Effective problem solving, multi-tasking and critical thinking skills
- Ability to interact with students, supervisors, parents, and others in a professional and appropriate manner
- The ability to develop and maintain relationships with internal and external partners
- Experienced with MS Office programs, internet research, and technology-based social marketing

Position Requirements

- Applicant must have completed a Bachelor's Degree by time employment starts
- Applicants' Bachelor's Degree must have been completed within the 3 past years (no earlier than Spring 2013)

Salary and Benefits Information

- Location-based pay of \$27.56/hour for position based in Kotzebue (will serve 40 hours per week); overtime eligible
- Paid vacation, personal and sick leave
- Health care for Corps Member
- Service Dates: begin immediately and serve through May 2018.
- Position will require travel to villages on small aircraft

A Complete Position Description and Application Materials will be available at

<http://acpe.alaska.gov/ACAC>

REVIEW OF APPLICATIONS WILL BEGIN IMMEDIATELY.

Questions about the position or the Alaska College & Career Advising Corps can be directed to
Joie Millett, ACAC Program Manager at joie.millett@alaska.gov

