

# Alaska College & Career Advising Corps

## POSITION DESCRIPTION

**POSITION:** College & Career Guide

**REPORTS TO:** ACAC Program Manager

### OVERVIEW:

The College & Career Guide is a unique service learning opportunity for recent college graduates who are committed to improving education access for youth in Alaska. College & Career Guides are placed in high schools, where they must develop and execute strategies to build a culture promoting postsecondary access, participation and success. Guides will work in collaboration with counselors, teachers, and the community to provide direct advising to students while being a positive cultural catalyst. A successful Guide is self-directed, strategic, professional yet accessible, able to work with multiple stakeholders, and knowledgeable of higher education in Alaska and the challenges facing underserved youth.

Guides are hired for an initial 10.5-month term, after which a second 10.5-month term may be offered based on a variety of condition including a positive performance evaluation.

### ESSENTIAL FUNCTIONS

FUNCTION/DUTY/TASK	ESSENTIAL/ MARGINAL	% OF TIME
<p>1. Collaborate with High School counseling staff and ACAC Team members to directly advise and assist students with career exploration, curricular choices, financial literacy, postsecondary program application and admission, and financial aid options. An emphasis is placed on working with low to middle income and first generation students.</p> <ul style="list-style-type: none"><li>• Advise students on a one-to-one basis regarding their postsecondary plans during daily office hours and scheduled appointments.</li><li>• Facilitate college entrance exam preparation and registration, utilizing application waivers when appropriate/available.</li><li>• Encourage students to take advanced placement, college prep courses, and dual credit courses.</li><li>• Facilitate classroom presentations promoting the access to and value of higher education utilizing ACAC tool kits and resources.</li><li>• Review and assist students with college applications as well as the completion of the FAFSA and other scholarship resources outside of university and government funding.</li><li>• Assist teachers in writing successful recommendation letters for students as needed.</li><li>• Help students utilize AKCIS and offer AKCIS refresher sessions to staff, teachers, and families.</li><li>• Assist the ACAC Program Manager with on-going peer mentor program development including but not limited to policy and procedures &amp; program expansion strategies.</li><li>• Draft program and progress reports as needed.</li></ul>	Essential	60%
<p>2. Promote postsecondary education and training, making students and families aware of college and career opportunities through presentations, classroom visits, parent-mentor nights, campus field trips, brochures, internet-based strategies, and other forms of communication:</p> <ul style="list-style-type: none"><li>• Plan and coordinate visits to colleges, universities, and other postsecondary training options so that students get a first-hand glimpse of college/career training life.</li><li>• Co-host college/career training fairs, parent-mentor nights, and participate in other extracurricular activities in an effort to build positive relationships with students and their families.</li></ul>	Essential	25%

- Work with counseling staff to develop and disseminate content for college awareness resources and tools (brochures and websites).
  - Plan and present postsecondary awareness and access events including College Application Week, College Day and Decision Day at assigned school(s).
3. Conduct program assessment using evaluative tools such as college/career/financial literacy surveys with students/parents in conjunction with the School Counseling staff in order to gauge the program’s impact on the target population: Essential 10%
- Assist counseling staff and site supervisor in conducting career and college awareness surveys such as the ACAC Spring Survey.
  - Identify data trends and assist in developing strategies to meet student needs
  - Record all program activity in ACAC database
4. Participate as a member of committees and workgroups with focus on postsecondary education planning and access topics. Essential 5%

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION**

**Knowledge of:** • Postsecondary program application, admission, and financial aid processes

- Alaska’s higher education/career resources
- Alaska’s K-16 educational system
- Program development and general management principles
- Student academic advising services
- Internet, media and technology-based strategies for social marketing

**Skills in:**

- Public speaking and presentation techniques
- Effective written communication for outreach/PR material & college entrance essays
- Microsoft computer programs including Word, Excel, and Power Point, and Publisher or related programs
- Developing and administering surveys/questionnaires
- Communicating with diverse populations
- Problem solving and ability to recognize when to redirect a specific situation to needed expertise
- Creative and critical thinking
- Developing and maintaining positive relationships with internal and external partners
- On-line communication tools such as Facebook, Remind, IM, blogs, etc.

**Ability to:**

- Perform responsibly, take initiative and develop new ideas with co-workers
- Make independent decisions while working in a team environment
- Build rapport and establish positive relationships with youth
- Manage multiple projects
- Interact with peers, supervisors, students, parents, and other third parties in a professional, appropriate, and effective manner
- Work nontraditional hours when necessary

**Other REQUIRED**

**education or**

**experience:**

- Baccalaureate degree from an accredited university.
- Recent graduates (degree obtained in last three years or less) *(Check recruitment announcement for extension of recency window, for specific recruitment sites only)*

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

This position requires frequent:

- |                                      |                                   |                                 |
|--------------------------------------|-----------------------------------|---------------------------------|
| • Sitting                            | • Seeing close work               | • Communicating through speech  |
| • Standing                           | • Distinguishing colors           | • Communicating through writing |
| • Repetitive motion of hands/fingers | • Hearing conversations or sounds | • Reading                       |
| • Grasping with hand/gripping        | • Hearing via telephone or radio  |                                 |

**This position requires occasional:**

- Walking
- Bending or twisting
- Lifting/carrying 10-25 pounds
- Travel
- Exposure to aggressive/angry people

**TECHNOLOGY AND EQUIPMENT**

- Knowledge of Microsoft Office applications including MS Word, Excel, Power point, and Publisher.
- Knowledge of using the internet for research, and email for business communications
- Basic knowledge of Social Media use.
- Ability to use PC and/or Macintosh platforms. Ability to use printer, copier, scanner, projector and/or Smart board (depending on technology at assigned location(s))

**OTHER NOTES**

- Position may require occasional nights and/or weekend work
- Position may require occasional travel inside/outside of Alaska. Sometimes on small aircraft and to locations without hotel lodging.

**PERIOD OF EMPLOYMENT**

- College & Career Guides are hired for an initial 10.5-month term.
- 40 hours per week, Overtime Eligible
- 2016-17 Contract Dates: July 25, 2016 to June 9, 2017
- Upon successful completion of a first year with a positive evaluation and upon mutual agreement, successful College & Career Guides may be hired to serve a second 10.5-month term.

**COMPENSATION**

- Hourly rate based on location – refer to position posting

**BENEFITS**

- 6 Paid Holidays
  - Labor Day
  - Thanksgiving
  - Day After Thanksgiving
  - Christmas Day
  - New Year's Day
  - Memorial Day
- Paid Winter Break Holiday (December 24 through December 31)
- 5 Paid Vacation Days (after 90 days of employment)
- 5 Paid Sick Days (after 30 days of employment)
- Medical Insurance available through the Corps Network for the employee only.
- Occasional location-specific benefits, such as subsidized housing, may be available. Refer to posting for specific location.