

RECRUITMENT NOTICE

COLLEGE & CAREER GUIDE – Nome-Beltz High School

Position will be open until filled. Review of Applications begins June 29

Are you passionate about inspiring youth?

Do you want to play a pivotal role in preparing youth for education and training after high school?

Do you thrive in a fast-paced, independent, and results-driven environment?

Did you finish your Bachelor's Degree between May 2012 and Summer 2015?

If you answered yes,

serving in the Alaska College & Career Advising Corps may be the job for you! We are looking for recent college graduates to be our newest College & Career Guide at **Nome-Beltz High School**. Current guides serve because



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.

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 courses, and other pre-college activities when applicable
- Participate in committees and workgroups aimed at increasing postsecondary participation from the region.

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 Rural 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 strategies for social marketing

REQUIRED: Bachelor's degree from an accredited university awarded between May 2012 to Summer 2015. Occasional evening and weekend work may be required. Limited travel required.

PAY AND BENEFITS INFORMATION: 10.5 month employment term (first year). \$22.50/hour. Overtime eligible
6 Paid Holidays, paid winter break holiday, 5 days paid Personal Leave, and 5 days paid Sick Leave
Subsidized Housing is available

A Complete Job Description and Application is available at
<http://acpe.alaska.gov/ACAC>

Questions about the position or the Alaska College & Career Advising Corps can be directed to
Greg Monrad, ACAC Program Manager at greg.monrad@alaska.gov.

