



COLLEGE & CAREER GUIDE POSITION ANNOUNCEMENT (position starts late July 2016)

ACAC seeks recent college graduates who

- ❖ **Are passionate about inspiring youth!**
- ❖ **Want to play a pivotal role in preparing youth for education and training after high school!**
- ❖ **Thrive in a fast-paced, independent, and results-driven environment!**
- ❖ **Recently finished a Bachelor's Degree within the last year**

**If you or someone you know would answer 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 in
ANCHORAGE**

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, 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 (July 2016)
- Applicants' Bachelor's Degree must have been completed within the past year (no earlier than Spring 2015)
- Applicant must be an Alaska Resident

Salary and Benefits Information

- 10.5 month contract (July 25, 2016 through June 9, 2017). Renewable for a second term in 2017-18 for successful guides.
- Hourly rate: \$19.00 (estimated total term pay \$34,960)
- 6 paid holidays, paid winter vacation, 5 days paid personal leave and 5 days paid sick leave
- Health Insurance for employee

**The Job Description, Application, and location specific information are available at
<http://acpe.alaska.gov/ACAC>**

**Review of application will begin immediately.
Applications will be accepted until the position is filled.**

**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**

