

**June 6, 2018**

**Webster Public Schools  
Webster, MA 01570**

**\*\* NOTICE \*\***

**ADULT BASIC EDUCATION  
College and Career Readiness/Adult Basic Education Advisor**

**The Webster Adult Basic Education Linkages program is currently seeking resumes for (2) two part-time evening College and Career Readiness Advisors.**

Basic Information

- Classes are held on Monday-Wednesday evenings in Southbridge 5:00-8:30 p.m. and 5:00-8:30 p.m. Tuesday-Thursday evenings in Webster August through June (33 weeks total)
- Salary: \$28/hr.
- Two Program Development meetings scheduled periodically throughout the year
- Three weeks Pre/Post staff meetings

Essential Functions:

- The Education and Career Advisor enrolls students, administers assessments, evaluates results, and recommends program placements.
- The Education and Career Advisor guides, assists, and track student progress toward goal achievement.
- Refers students to community organizations and agencies as appropriate.
- The Advisor will work to create a system that engages students and staff with the development and use of student Individual Education and Career Plans (IECPs).
- The Advisor will assist students in applying for jobs.
- The Advisor will be responsible for assisting all students to identify transferable skills, write resumes, research jobs, prepare students for interviews by utilizing practice questions and mock interviews, develop a plan to overcome barriers, and to polish students soft skills.
- The Advisor will seek collaboration opportunities with Workforce Central and will participated in local community partner networking.
- Advisor will have basic understanding of financial planning, i.e. budgeting, credit cards, credit scores, and banking to help students toward financial stability.

Applicant Qualifications:

- Minimum of Bachelor's degree in Social Work, Education or related field
- 3 – 5 years Adult Basic Education advising experience preferred
- Knowledgeable about post-secondary educational options, workforce development and financial literacy
- Must communicate clearly and effectively verbally and in writing
- Must be able to effectively use technology

Interested applicants may send a resume to Leslie Baker at:

Webster Adult Basic Education Linkages  
52 Lake Parkway  
Webster, MA 01570

by Friday, June 15, 2018.

For additional information, please call 508-949-8282 weekdays.

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Ruthann Goguen  
Superintendent of Schools