



Valley Opportunity Council

Job Description Form

Job Title: Education and Career Advisor

Department: Adult Education

Reports to (title): Coordinator of Adult Education

Type of Position (check all that apply):

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Exempt | <input type="checkbox"/> Seasonal |
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Nonexempt | <input type="checkbox"/> Intern |

Number of hours per week: 32

General Description:

The Education and Career Advisor provides educational and career advising to help adult students improve their college and career awareness and readiness, identify and achieve their academic and vocational goals, and take the next steps toward a career pathway leading to further education or training, or employment with a sustainable wage. The Advisor also provides supportive counseling and problem solving to help students resolve barriers to attendance and completion of the program. This position works collaboratively with the ABE and ESOL teaching staff, as well as with the local community colleges, area ABE programs and career centers. The Daytime Advisor role will be assigned to daytime students, and the Evening advisor will be assigned to evening student, will potential overlap as needed.

Specific Essential Duties:

- Work one-on-one with students to assess skills, and clarify, expand and focus educational and career goals set with classroom instructor(s).
- Be readily available to students and staff while class in in session.
- Work closely with each student and with the instructor to guide the development of an individual Education and Career Plan tailored to the student's values and skills, including a timeline for the achievement of each goal.
- Monitor current labor market information, and information about regional training and educational opportunities, to help guide students to make short- and long-term plans leading them to careers with family-sustaining wages.
- Conduct assessments, both formal and informal to guide the course of group instruction and identify individual areas of strength and challenge for students. Assist with pre-testing and post-testing of students.
- Address barriers to attendance, achievement and retention by assisting students with problem solving, providing referrals to human service agencies, and helping students to access and maintain unemployment benefits, food stamps, and other aid for which they may qualify.
- Prepare and conduct workshops and activities on careers, college readiness, workforce readiness, resume development, job search and interviewing in the classroom setting.

- Plan and lead field trips to area colleges and vocational programs.
- Work with MassHire employment specialists to coordinate services to participants and plan field trips to orient students to the One Stops' resources.
- Foster and maintain relationships with area ABE Transition to College programs, One-Stop Career centers and vocational training providers; make referrals and facilitate student connection with programs and assist students in the transition to their next educational and career steps.
- Help to facilitate student access to onsite Educational Counselors from the Educational Opportunity Center, for assistance in choosing a college/training program and filing college and financial aid applications, vocational training programs, and businesses that will give students deeper understanding of the range of career possibilities open to them.
- Follow up with current and former students and community college, vocational training staff or employers to support the on-going placement of participants in vocational training, college and employment after leaving the program.
- Enter student data in database(s), as required to document student contacts and maintain records. Make ongoing contact with waitlist students and keep a communication log of all communications with students in LACES.
- Maintain and update a confidential record of all student conferences.
- Participate in meetings as directed (may include staff meetings, teacher meetings, and/or staff retreats).
- Other duties as required.

General Requirements:

Bachelor's degree in education or a related field; minimum 1 year experience in educational or employment advising; experience working with adult learners, out-of-school youth and newcomer and immigrant populations; ability to work collaboratively to plan and implement programs; excellent organizational, written and oral communication skills and computer skills. Travel in the employee's car (with mileage expenses reimbursed) may be required. Ability to successfully perform the essential functions of this job. Reasonable accommodations, where possible, may be made to enable individuals with disabilities to perform the essential tasks.

PREFERRED QUALIFICATIONS:

MA in Education, Counseling or Psychology. Experience designing and implementing career exploration and career planning curriculum, and job search workshops; knowledge of area higher education and post-secondary training opportunities. Ability to effectively represent the program in the community. Bilingual/bicultural is highly preferred.

Physical Demands (Full physical demands form to be completed during orientation):

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Frequent |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Constant |

Work Experience:

- None experience necessary
- 1-2 years relevant experience

3-5 years relevant experience

Education Requirements:

None required

High School Diploma/or equivalent or evidence of working towards either

High School Diploma Required

High School Diploma/or equivalent working towards an Associate's Degree

Associate's Degree

Bachelor's Degree Required

Bachelor's Degree working towards Master's Degree

Master's Degree Required

Special License Required

Reviewed by:	Title:
Approved by:	Title:
Date reviewed:	