

## **Academic and Career Advisor - Adult Education**

### **DEFINITION**

Under the supervision of the site administrator the advisor will provide student support and advising services to establish an educational or career pathway to assist student in transitioning to post-secondary education and/or the workforce. The basic functions are to recruit students, coordinate and collaborate with the school community, training centers, community colleges, and local agencies (i.e., One-Stops, local technical colleges, and the business community). Guide students on appropriate next steps for those who completed or are near completion of their goals in the adult education program. The advisor provides students with information, assistance and advice concerning educational and career opportunities; as well as make referrals to other community resources, support groups and social service agencies as appropriate.

### **QUALIFICATIONS**

**Experience:** Minimum two (2) years of relative experience working in an adult education or similar environment preferred but not required. Bilingual a plus.

**Education:** Equivalent to completion of twelfth grade with supplemental training in guidance, advising, or counseling and demonstrated knowledge, skills and abilities listed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Organize, maintain, and facilitate a career and college planning informational support desk to provide guidance and resources to students who will transition from adult education.
- Continually updates resources for students including information on careers, employment trends, college opportunities (catalogs), and newsletters of interest.
- Collect and analyze data on student assessment and placement tests, enrollment, attendance, and achievement.
- Participate in orientations to assist new students with placement into classes, and to establish their academic goals.
- Meet one-on-one with students who are close to graduating to develop transition plans.
- Assist students with career exploration and/or college registration and enrollment.
- Establish a relationship with community college outreach specialist, counselors, financial aid officers and supportive services programs.
- Collaborate with the Folsom Cordova Community Partnership (FCCP) job training center and other regional job centers to develop a system of partnerships that links students to employment opportunities and soft skill workshops.
- Facilitate and schedule school events: guest speakers, college registration workshops, career fairs, or recruiters. Promote events to the students and to the community.
- Plan and facilitate student rotary meetings, student advisory, and student and staff socials.
- Prepare and facilitate informational presentations to classrooms.
- Make student referrals to other community resources, support groups and social service agencies as appropriate.
- Assist with marketing and outreach of school programs and services.
- Link local resources to adult students for establishing an educational or career pathway.
- Monitor attendance and persistence records.
- Attend all CAERC Transition Navigator's network meetings.
- Track all students who use transition and advising services. Submit data as required.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job.

### **KNOWLEDGE**

- Principles, practices, and procedures of educational and career advising.
- Organizational skills necessary.
- Student assistance programs.

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- Community referral resources.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of FCAS students.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Group presentation skills.

#### **ABILITIES AND SKILLS:**

- Must have strong organizational skills, be able to work with a diverse group of people from different backgrounds and cultures and possess excellent communication skills both orally and written.
- Ability to perform all of the duties of the position.
- Ability to assist with goal setting and provide career-related information and assistance to student.
- Ability to research, identify, and obtain career information such as education and training requirements.
- Ability to develop promotional materials and write in a professional manner.
- Ability to respond to a diverse set of cultures, ethnic groups, socio-economic groups, and their interests.
- Ability to work independently with little direction.
- Maintain confidentiality of sensitive and privileged information.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain consistent, punctual, and regular attendance.

#### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

#### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.