

ADVISING COORDINATOR

Vermont Adult Learning Job Title: Advising Coordinator

Employment Classification: Full Time

Reports To: Regional Director

Primary Work Site: Burlington Learning Center - College Street

Purpose of the Job: Coordinate effective and engaging Educational Advising for a wide range of adults (16 and older), including those seeking a High School credential, building Literacy and Numeracy skills, and learning the English Language. This position works in a team environment and requires flexibility, a commitment to student opportunity and equity along with dedication to continual reflection and improvement.

Essential Functions & Responsibilities:

- Supervises Educational Advising and Student Support staff
- Facilitates staff communication, team meetings, and program development (educational advising, student support, workforce transition, enrichment activities, student community engagement, developing student agency, etc.)
- Lead the development and management of Personalized Learning Plans (PLPs) that engage students in learning experiences that meet their goals
- Collaborate with local high schools, social service organizations, and other partner programs
- Co-facilitate/participate in VAL Advising Collaborative team
- Organizes the advising staff to ensure quality advising that meets organizational and center goals and targets. Carry a caseload of advisees as needed
- Evaluates and support advising staff and provides new employee orientation and training in conjunction with Regional Director
- Ensures accurate and timely completion of required paperwork and maintains professional standards of confidentiality

Qualifications, Knowledge & Skills:

Experience with...

- adult education and English for speakers of other languages
- proficiency based and project based learning
- use of technology including distance/hybrid learning models
- at-promise students and alternative educational systems
- leadership/supervision/management skills

Must be excited to work with diverse students, including students of color, English Language Learners, and LGBTQ+ students. Must possess strong interpersonal, oral, and written English communication skills. Requires competency with technology.

Bachelor's Degree required with a minimum of 5 years educational experience, or Master's Degree with a minimum of 2 years educational experience. Demonstrated supervisory/management experience is required. Adult Education experience is preferred. Other combinations of education and experience will be considered. Must possess exceptional interpersonal and team building skills.

Working Conditions & Environment:

This position requires working in the Burlington Learning Center at least two days per week with the flexibility to work remotely the other days. This position requires occasional travel to attend meetings and training sessions, and may require working some evenings or weekends. Your work schedule will be determined in coordination with your direct supervisor. Personal, reliable transportation with valid driver's license required.

Criminal Background Check and Mandated Reporting: Vermont Adult Learning is committed to the safety of our students and staff. A confidential, national criminal records check as well as a check against the Vermont Child Abuse and Neglect Registry will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based upon the results of these checks.

All Vermont Adult Learning staff are required to be familiar with Vermont's Mandated Reporter law.

Pay Status: Hourly, non-exempt position

Benefits:

- Medical, Dental, and Vision insurance
- Premiums based upon an employee's work schedule
- Health plans offer a Health Reimbursement Account with contribution from the organization and Flexible Spending Accounts
- Family coverage is also available
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to employee
- Retirement plan with immediate vesting and organizational match after 6 months
- Generous paid time off: combined time off, organizational shut-downs, and 11 paid holidays
- Parental leave policy

TO APPLY: Please send a cover letter and resume electronically to: Talent@vtadullearning.org

Position is open until filled

Vermont Adult Learning is an Equal Opportunity Employer