



# Educational Advisor

## Burlington, VT

Application Deadline: open until filled

**Vermont Adult Learning Job Title:** Educational Advisor

**Employment Classification:** Full Time

**Reports To:** Co-Regional Director

**Primary Work Site:** Burlington Learning Center - College Street

**Vermont Adult Learning:** Vermont Adult Learning (VAL) is a private nonprofit and a member of Vermont's Adult Education and Literacy System. Working closely with other nonprofits, state agencies, and schools, we serve seven of Vermont's 14 counties. We provide instruction in basic academic skills, work readiness, and English language skills; high school completion and GED prep; and transition to college and career services. Our programs are free to Vermont residents, age 16 and older who want to obtain a high school diploma or the equivalent skills, or who want to learn English.

**Purpose of the Job:** The Educational Advisor works closely with adult students (ages 16 and up), families, local high schools, and community partners to develop Personalized Learning Plans (PLPs) that will help students reach their educational and career goals. These goals often include earning a high school diploma through the High School Completion Program. Advisors build positive relationships with students to support and encourage them along the journey mapped out in their PLP's.

Advisors work closely with other VAL staff to create a dynamic, effective learning environment in which all students find success. Advisors are committed to providing high quality services to our students and are expected to create engaging personalized learning plans based on each student's interests, goals, and background. Advisors also play a critical role in creating a welcoming, supportive environment for new and current students. This position demands a commitment to exceptional performance as well as working successfully within a team environment. The ideal candidate will demonstrate initiative, creativity, and flexibility in their own work and be able to coach students in developing these same skills.

This position requires a commitment to student opportunity and equity along with a dedication to continual reflection and improvement.

### Essential Functions & Responsibilities:

- Provide high-quality educational advising
- Works with students to develop a Personalized Learning Plan that addresses the needs & interests of the student while also satisfying the graduation requirements of the high school and the Adult Education and Literacy system.
- Monitors and facilitates the students' progress along their Personalized Learning Plans.
- Works closely with VAL instructional team to ensure classes, tutoring, and other instruction meet the needs and goals of the students
- Maintains positive working relationships with local high schools
- Connect with other statewide Vermont Adult Learning staff and Adult Education and Literacy partners

- Initiates, develops and coordinates positive working relationships with community partners to connect students with a wide variety of learning experiences and wraparound service
- Completes required paperwork, documentation, and data entry in a timely and accurate manner
- Ensures student records are complete, accurate and maintained regularly
- Participates in statewide and organizational-level professional development
- Maintains professional standards of confidentiality

**Qualifications, Knowledge & Skills:**

Experience preferred with at-risk students, alternative educational systems, and adult educational practices. Must possess strong interpersonal, oral, and written English communication skills. Requires competency in using technology to perform various administrative and communication tasks. Requires a creative thinker who is knowledgeable of and able to coordinate with available community resources. Also requires the ability to work well independently and as part of a team. Strong organizational skills are necessary to complete administrative tasks. This position requires a commitment to racial equity, as well as other forms of educational equities around class, ability, language, gender and sexuality. Candidates should be excited to work with diverse students, especially students of color, English Language Learners, and LGBTQIA+ students.

**Working Conditions & Environment:**

Staff working conditions and locations are subject to change. At this time, staff are primarily working remotely with the expectation of some in center coverage. May require working some weekend and evening hours. Travel will be required utilizing personal transportation. Requires reliable transportation with a valid driver's license.

**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:** Exempt / Salaried position

**Benefits: Benefits:**

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

**Position is open until filled**

TO APPLY: Send a cover letter and resume electronically to: [rcampbell@vtadulthoodlearning.org](mailto:rcampbell@vtadulthoodlearning.org)

Vermont Adult Learning is an Equal Opportunity Employer