



Educational Advisor
Full or Part Time (40 – 30 hours) with Benefits
Springfield, VT

Job Title: Educational Advisor

Classification: Part-time / Full-time

Primary Work Site: Springfield, VT (Windsor County)/ Remote

Reports To: Regional Director

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, 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 lack a high school diploma or the equivalent skills.

Purpose of the job: This position serves as the initial point of contact for new students, listening to and developing a relationship with the student to understand their educational needs and determine if other services are needed to support their educational endeavors. The ed advisor assists new students in completing the enrollment process, administers assessments, evaluates the results, and works with each student to determine the program that will best meet their learning needs and goals. The Educational Advisor works closely with students, families, local high schools, and community partners to develop Personalized Learning Plans (PLPs) that help students reach their educational and career goals. These goals often include earning a high school diploma through the High School Completion Program or GED. Advisors then guide and support students along the journey mapped out in their Personalized Learning Plans. Advisors are also responsible for the ongoing management of student records.

Essential Functions & Responsibilities:

- Provides high-quality educational enrollment services and advising, remotely and in-person, to new and returning VAL students.
- Proctors assessments and maintains assessment records.
- 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 partnering high school (when applicable).
- Monitors and facilitates the students' progress along their Personalized Learning Plans.
- Builds positive working relationships with local high schools and informs school staff of the educational services available.

- Initiates, develops, and coordinates positive working relationships with community partners to connect students with a wide variety of learning experiences.
- Assists and coaches' students with online learning platforms.
- Completes required paperwork, other documentation, and data entry in a timely and accurate manner.
- Ensures student files are complete, accurate, and maintained regularly.
- Participates in statewide and organizational-level professional development.
- Maintains professional standards of confidentiality.
- Collaborates effectively with staff in helping students realize their Personalized Learning Plans and reach their educational goals.

Qualifications, Knowledge & Skills:

- Bachelor's Degree is required. Emphasis on education/counseling/human services or related discipline plus relevant advising and/or enrollment experience is preferred.
- Experience preferred with "at-promise" students and alternative educational systems.
- Experience advising adult learners and/or students with learning differences.
- Strong technology skills and ability to leverage these skills to enhance student learning.
- Must possess strong interpersonal, oral, and written English communication skills.
- Requires a creative thinker who makes connections to community resources.
- Requires the ability to work well independently and as part of a team.
- Strong organizational skills and computer competency are needed for administrative tasks.
- This position requires a commitment to racial equity, as well as other forms of education equity around class, ability, language, gender, and sexuality. Candidates should be excited to work with diverse students, including students of color, English Language Learners, and LGBTQ(IA+) students.

Working Conditions & Environment:

May require working some weekend and evening hours. Travel will be required utilizing personal transportation. Requires reliable transportation with valid driver's license and insurance.

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.

Benefits:

In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits—premiums based upon employee's work schedule:

- Medical insurance, including family plans and plans with employer contributions to a health reimbursement account (HRA).

- Dental Insurance
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to the employee.
- Flexible Spending/Dependent Care Benefits
- Vision insurance
- Parental leave
- Retirement plan with immediate vesting and organization match of up to 4% after six months.
- Generous paid time off includes:
 - o Combined Time Off (vacation and sick time) which increases with years of service
 - o 11 paid holidays each year. Starting Salary: Salary based on education and experience

Application Deadline: Open until filled.

To Apply: Send a cover letter, resume and three professional references (preferably supervisor or manager level) electronically to: rcampbell@vtadultlearning.org

Vermont Adult Learning is an Equal Opportunity Employer.