



Online GED Educational Advisor

Remote

Application Deadline: open until filled

Vermont Adult Learning Job Title: Online GED Educational Advisor

Employment Classification: Full Time, Salaried, Exempt, Benefitted / 36-40 hours per week

Reports To: Online Learning Center Director

Primary Work Site: Remote

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 GED Online Educational Advisor works closely with adult students (ages 16 and up) and VAL's Learning Center staff to help students reach their educational and career goals. These goals often include earning a GED or a high school diploma through the Adult Diploma Program (ADP). Advisors build positive relationships with students to support and encourage them along the journey mapped out in their Personalized Learning Plans (PLPs). Advisors 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 work and be able to coach students in developing these same skills. This position requires a commitment to student opportunity, equity, and continual reflection and improvement.

The GED Online Educational Advisor is part of VAL's Online Learning Center which offers morning, afternoon, and evening online classes. This position allows some flexibility in scheduling meetings with students who have been referred to the Online Learning Center for GED Advising and will require communicating with colleagues who work mostly regular business hours.

Essential Functions & Responsibilities:

- Provides high-quality educational advising
- Connects with enrolled students referred for Online GED Advising and ensures that student records are complete and that students have the necessary documentation
- Monitors and facilitates the students' progress
- Works closely with VAL advising and instructional team to ensure classes, tutoring, and other instruction meet the needs and goals of the students
- Assists and coaches students with online learning platforms.

- Work closely with the GED Coordinator, GED Test Proctors, and VAL Center Staff to support students.
- 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 including learning management platforms, instant messaging, and video conferencing platforms.

Requires a creative thinker who is knowledgeable of and able to coordinate with available resources. It 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 equity around class, ability, language, gender, and sexuality.

Candidates should be excited to work with diverse students, especially students of color, English Language Learners, and LGBTQ+ students.

Working Conditions & Environment: This is a remote position so access to dependable and strong internet is necessary. Requires working some weekend and evening hours. If living in or near Vermont travel may be required utilizing personal transportation with a 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.

Pay Status: Exempt / Salaried / Benefited position

Benefits: Benefits:

- Medical, Dental, and Vision insurance - Generous HRA contributions for Medical
- Flexible Spending Accounts
- 403(b) Retirement plan with 100% Employer match up to 4% of earnings (after 6 months)
- 100% Employer Sponsored Life, AD&D, and Long Term Disability Insurance - no cost to employee
- Generous paid time off
- Parental leave policy
- Employee Assistance Program (EAP) for the employee and any immediate household member

Position is open until filled

TO APPLY: Send a cover letter and resume to: Talent@vtadultlearning.org

Vermont Adult Learning is an Equal Opportunity Employer