Vacancy Notice

College/Career Advisor

Ashtabula Continued Education Support Service (ACCESS) is seeking qualified applicants for the position of ACCESS Advisor for the Ashtabula County Technical and Career Campus (ATECH).

ACCESS is a non-profit organization established in 1999 with a mission to provide Ashtabula County students with the information, strategies and resources essential for progression through an educational pathway that leads to a career. ACCESS achieves its mission through educational programing and meeting one-on-one with high school students to provide information, financial aid application assistance, mentoring and career counseling services.

Positions Available: Part Time College and Career Advisors

- Edgewood High School ACCESS Advisor (21 Hours Per Week)
- Lakeside High School ACCESS Advisor (21 Hours Per Week)
- Conneaut High School ACCESS Advisor (14 Hours Per Week)

Closing Date: Until Filled

Reports to: ACCESS Executive Director

Compensation: $16 an hour

Required Qualifications:

- Successful BCI and FBI background checks
- Strong communication skills
- Ability to work independently
- Strong commitment and passion for promoting postsecondary education and career success
- Proficient technology skills (primarily google applications: drive, documents, forms, slides, sheets, calendar)

Preferred Qualifications:

- Relevant experience in education, counseling, financial aid, career advising or college/technical school admissions
- Postsecondary degree or certification or degree in progress

Job Description: Contact Executive Director with questions or for a detailed job description

To apply: Send a letter of interest and resume to: edobran@accessashtabula.org