Vacancy Notice
College/Career Advisor

Ashtabula Continued Education Support Service (ACCESS) is seeking qualified applicants for the position of ACCESS Advisors 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: ACCESS Advisor; part time college and career advisor (14-21 hours per week)

Closing Date: Until Filled

Reports to: ACCESS Executive Director

Compensation: $15.50 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
- Bachelor’s Degree (completed or in progress)

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

To apply: Send a letter of interest and resume (email preferred) to:

Emily Dobran, Executive Director
1565 State Route 167
Jefferson, OH 44047
edobran@accessashtabula.org