Academic Advisor – Veterans Upward Bound Program

**Job Summary:**

Under supervision of the executive director/president, provides academic advising and support services to participants of the Veterans Upward Bound Program.

**Essential Functions:**

Supports the educational component in the delivery and implementation of all program activities and services including but not limited to:

* Connections to high quality tutoring
* Assistance in preparing for college entrance examinations and completing college admission applications
* Information on the full range of federal student financial aid programs and scholarships
* Assistance in completing financial aid applications including FAFSA
* Information on veteran education benefits and assistance in completing veteran education benefit applications
* Assistance with outreach, recruitment, and identification of eligible participants
* Develops, implements, monitors, and evaluates participants’ Individual Educational Plan (IEP)
* Assesses student’s needs for program services
* Provides academic guidance, career and personal planning to participants
* Provides participants with information and guidance on financial and economic literacy
* Supports the educational component with organizing cultural, educational, and career related field trips
* Supports in the coordination and delivery of workshops and academic services for program participants
* Tracks participant attendance and follow-up on continued absentees
* Maintains professional relationships with postsecondary institutions and veteran community agencies
* Refers participants to outside veteran supportive services
* Maintains current and accurate records and files in compliance with the U.S. Department of Education guidelines
* Supports the educational component in the completion and updating of participants’ data in program files and database
* Provides periodic reports on participants academic status and ensures that all participants’ files adhere to the U.S. Department of Education standards
* Prepares the Annual Performance Report and other related reports as required by the U.S. Department of Education
* Attends appropriate TRiO conferences and/or professional development trainings as required by the executive director/president
* Ensures all forms of written communication (i.e., letters, memorandums, emails, etc.) for participants and/or the general public meet NACEE VUB requirements
* Develops, coordinates and implements other program related projects as assigned

**Knowledge / Skills / Experience:**

Must have minimum experience in education counseling or related field of study; with experience working with adult college re-entry population. Applicant must possess good interpersonal skills; able to work in cooperative management setting, and at ease working with students individually or in groups. Must have good organizational skills; effective verbal and written communication skills; public speaking experience; displays professional demeanor; positive attitude and self-image; ability to multi-task; flexibility in adapting to changing assignments as priorities arise; and ability to learn database management applications. Preference for candidates who have held a prior position working with veterans or within a university/college/Veteran Resource Center, TRiO program or other student support service program.

Applicant must demonstrate understanding and sensitivity to the needs of first-generation and low income veterans; understanding of non-traditional students; and the ability to establish a positive rapport with target population.

**Requirements:**

Must be flexible to work evenings and weekends. Must be able to travel as required.

Applicant must receive favorable clearance reports from background check, drug test, and fingerprinting.

Must have valid drivers’ license, proof of current vehicle insurance, a driving record that meets insurers criteria, and be able to use personal vehicle for work. Must have valid first aid and CPR certification.

**Physical Job Description:**

* Manual dexterity – work requires regular speed and accuracy for most of the working day.
* Physical effort – work requires frequent driving to evening or weekend events. There are infrequent physical demands. Lifting boxes of educational materials of up to 25 pounds or less, normal bending or reaching, and minimum walking may be required.
* Working conditions – normal office conditions
* Hazards – little or no exposure to hazards
* Equipment use – desktop computers, laptop, keyboard, copier, facsimile

**To Apply:**

If you are interested in applying for this position, please email a resume and cover letter to the executive director/president. Please specifically reference the position for which you are applying.

Email address: earnest.davis@aamu.edu

Address: Dr. Earnest L. Davis, NACEE, 513 Sparkman Drive, Huntsville, AL 35816