

# 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](mailto:edobran@accessashtabula.org)