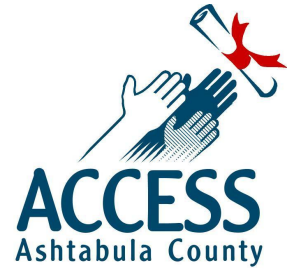


Vacancies Notice

ACCESS Advisors



Ashtabula Continued Education Support Service (ACCESS) is seeking qualified applicants for the position of ACCESS Advisor, with openings in Ashtabula Area City Schools at Lakeside High School and Jefferson Area City Schools at Jefferson High School.

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 programming and meeting one-on-one with high school students to provide information, financial aid application assistance, mentoring and career counseling services.

Position: ACCESS Advisor; part time college and career advisor (2)

Posting Date: 11.21.22

Closing Date: Until Filled

Reports to: ACCESS Executive Director

Compensation: \$14.00 an hour

Required Qualifications:

- Successful BCI and FBI background checks
- Strong communication skills
- Ability to work independently
- Strong commitment and passion for promoting college 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 admissions
- Bachelor's Degree

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