

**ILISAĠVIK COLLEGE**  
**-EXTERNAL JOB ANNOUNCEMENT -**  
**Posting Date: September 9, 2015**  
**Closing Date: Until filled**

**POSITION:** **Coordinator, Adult Basic Education (ABE)**  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** Dean of Academic Affairs  
**WORK SCHEDULE:** Monday through Friday. 8:30a.m. to 5:00p.m.  
**COMPENSATION:** \$67,041.54/DOE + Benefits (Exempt Position)

**JOB DESCRIPTION:** Coordinates and administers all ABE grant components, including program objectives, implementation, curriculum development, staff development, student recruitment, budgeting, and promotion; Coordinates ABE services for all North Slope Borough (NSB) communities; Recruits and supervises ABE program staff to include village outreach workers; Travels to villages periodically for student instruction and/or ABE recruitment; Maintains program data, including attendance, financial, quarterly, annual, and reports as necessary; Prepares annual proposals and requests for funding; Informs, updates, and solicits information from community and Board of Trustees members to maintain relevant program goals and objectives; Provides instruction to adult learners, individually and in small groups, preparing for General Educational Development (GED) testing, other ABE activities, improving job skills, and college/career planning; Collaborates with other college instructional divisions, North Slope communities, partner organizations, and state agencies; Serves as liaison with State of Alaska ABE Director and attends bi-annual statewide ABE conferences; Coordinates program goals and objectives with faculty, staff, and various agency partners; Performs career interest and related skills assessments for students, develops appropriate job shadowing opportunities, and provides post-secondary career opportunity information; Administers assessment tests to program participants, interprets the results, and explains the outcomes to individual learners as part of the educational planning process; Develops instructional curriculum on an ongoing basis; Keeps current with advances and new materials related to ABE instruction and learning processes; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other related duties as required; and ability to travel periodically.

**REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Bachelor's degree or equivalent in Adult or Developmental Education, Curriculum, or related field; Demonstrated experience working with adult learners in a multi-cultural environment; Three years supervisory experience; Ability to establish networks and cooperative agreements with local, regional and state service providers; Experience preparing successful grants proposals (RFPs) and reports; Demonstrated computer skills in word processing, spreadsheet, and database applications; Demonstrated grant and budget management experience; Ability to travel periodically; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment; Ability to pass a pre-employment background check and drug screen; and valid driver's license.

**PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Master's degree or equivalent in Adult or Developmental Education, Curriculum, or related field; Experience supervising geographically distant employees and student bodies; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:** The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

**SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:**  
**ILISAĠVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723**  
**ATTN: Human Resources Fax: [907] 852-3936**

[Application may be downloaded via <http://www.ilisagvik.edu> or contact [jobs@ilisagvik.edu](mailto:jobs@ilisagvik.edu)]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-