

ILĪSAGVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -

Posting Date: November 13, 2013
Closing Date: Ongoing

POSITION: **Adult Basic Education Outreach Worker**

LOCATION: Atqasuk, Anaktuvuk Pass or Point Lay
REPORTS TO: Director/Instructor, Adult Basic Education/General Educational Development
WORK SCHEDULE: Up to 10 hours/week dependent upon student needs; TBA by outreach worker
COMPENSATION: \$25.00/Hour [NON-EXEMPT Position]

JOB DESCRIPTION: Provides individual or small group instruction/tutoring in basic skills to adult learners; Identifies and recruits potential students to program; Assesses and evaluates ABE students; Designs individual learning plans in cooperation with students; Selects appropriate materials and instructional method for each student; Maintains student records, attendance records, and reports statistical information and attendance data; Collects evaluative feedback from students and community regarding effectiveness and appropriateness of program offerings; Coordinates students and learning activities; Participates in staff training, as required by the ABE Director; Complies with College policies, procedures, and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other duties as assigned.

REQUIREMENTS: High school diploma or equivalent; Demonstrated knowledge of basic skills (i.e., reading, math, and writing.); Good oral, written, and interpersonal communication skills; Demonstrated ability to conduct testing, select materials, and provide individual or small group instruction; Demonstrated basic computer skills in word-processing and spreadsheets; Demonstrated ability to interact effectively in a multi-cultural environment; Ability to travel periodically; Ability to pass a pre-employment background check.

PREFERRED: Associate's degree or equivalent; Demonstrated experience working with adult learners; Demonstrated experience working with special needs learners; Demonstrated knowledge in one or more of the following areas: post-secondary educational work environments; 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; ability to interpret and represent College actions and Western institutions to the NSB community.

SUBMIT REQUIRED APPLICATION, COVER LETTER, RESUME AND TRANSCRIPTS TO:

ILĪSAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu/job-opportunities-2/> or contact

jobs@ilisagvik.edu]

– IlĪsaġvik College is a Drug Free Work Place and Equal Opportunity Employer –