



Advisor

<i>Division:</i>	Reach Higher Montana		
<i>Department:</i>	Outreach		
<i>Reports to:</i>	Outreach Director		
<i>FLSA Status:</i>	Non-Exempt	<i>Location:</i>	North Central Montana

Employee Acknowledgement:

I acknowledge that I have received a copy of this job description, reviewed it, and have had an opportunity to ask questions related to the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

<i>Employee Printed Name</i>	<i>Employee Signature</i>	<i>Date</i>

The following information describes the general nature of the position, the work to be performed, and the essential functions of the position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Nothing in this position description restricts the company’s right to change, assign, or re-assign duties and responsibilities at any time or for any reason. Individuals must perform these position responsibilities in a manner that aligns with the Company’s philosophy, mission, and values while focusing toward achieving the division’s goals.

Position Purpose:

Under limited supervision, this position works remotely and is responsible for providing outreach to high school students in defined priority locations on college and career awareness, using tools such as online career information systems, interest assessments, and occupational profiles. This position also provides education and assistance to students on scholarship options, and delivers instruction in a variety of formats and settings to best meet the needs of students within the geographic region served. As deemed necessary and as directed, position may provide technical assistance to grantees in communities which receive grant funding from RHM to increase local capacity to support more students pursuing education after high school. Responsible for integrating services with faculty and staff, promoting and recruiting for programs, and providing direct services to students. Provides outreach and support to educational staff, students, educators, parents and the community. Provides support and delivery for RHM’s student programs.

Job Specifications:

- **Minimum Education and/or Experience:**
 - Bachelor's degree in Education, Business Administration, or Marketing, or a combination of education and experience equivalent to a bachelor’s degree;
 - Three (3) years of PC software experience;
 - Certification as a Career Development Facilitator in good standing, or the ability to complete certification within one year of hire; or
 - an equivalent combination of education and experience.
- **Preferred Education and/or Experience:**
 - Three (3) years of specific experience working with students, especially in the areas of college and career information, college preparation, scholarship searches and college application processes for scholarships, financial aid, and admissions.
 - Experience in school counseling or teaching.

- **Knowledge, Skills, and Abilities:**

List required knowledge, skills, and abilities specific to the position

- Oral communication skills.
- Written communication skills.
- Ability to work independently.
- Ability to work as part of a team.
- Presentation skills.
- Customer service skills.
- Ability to think creatively and problem-solve.
- Ability to connect and relate with high-school aged students, parents, and educators.
- Ability to network and develop effective partnerships within communities served.
- Ability to operate a motor vehicle.
- Willingness to travel by airplane or motor vehicle.
- Knowledge of PC software – Internet, database, word processing and spreadsheets.
- Ability to use social media.

- **Preferred Knowledge, Skills, and Abilities:**

- Knowledge of career development, including theory, assessments, career information systems, career pathways, and career training and preparation including postsecondary education (all levels), and work-based learning.
- Knowledge of dual enrollment opportunities for Montana students.
- Knowledge of college access resources for students.
- Knowledge and demonstrated skills in public speaking and presenting.
- Thorough knowledge of college access and success strategies.
- Ability to prioritize multiple projects and responsibilities
- Knowledge of issues involved with college access and success, particularly for Montana students, especially within the geographic area served.

- **Competencies/Dimensions**

- Adaptability
- Building Partnerships
- Building Trust
- Coaching
- Communication
- Confidentiality
- Continuous Learning
- Contributing to Team Success
- Customer Focus
- Follow Up
- Gaining Commitment
- Integrity
- Planning and Organizing

- **Working Environment:**

- This position functions in an educational setting, usually a high school campus.
- May need to work at a computer daily for 8 or more hours at a time.
- May need to work a varied work schedule, including evening and weekend shifts.
- Ability to stand for long periods at conferences and during presentations.
- Frequent travel required. Overnight travel will be required approximately 15% of the time.

- **Minimum Physical Requirements:**

- Sitting
- Feeling
- Lifting up to 40 pounds
- Writing
- Using Fingers
- Driving
- Talking
- Hearing
- Sedentary Work
- Needs to see documents/monitor/information resources on a daily basis
- Needs to see to drive

Essential Functions/Key Result Areas:

The following are essential job functions/key result areas. Performance of this position will specifically be measured using the employee's performance management plan.

1. Presentation Functions. (1, 2, 3)*
 - Prepares and presents information on career pathways and related educational opportunities, to support RHM's objective to increase student participation in activities that connect them to education paths after high school.
 - Presents college and career information and scholarship workshops as described in the Reach Higher Montana Strategic plan.
 - Provides student workshops, student orientations and seminars, and other requests from high school counselors, other education constituents, and the community.
2. Outreach Functions. (1, 2, 3, 4)*
 - Acts as Reach Higher Montana representative providing resources for partners, students, and communities served within designated region.
 - May provide technical assistance to RHM's grantees, as directed.
 - May assist with delivery of programs targeted to special student populations, such as foster youth, through the organization's events and services.
 - Provides information on dual enrollment for students and parents, consistent with marketing messages.
 - Ensure needs are met and a high level of service is delivered for students, high schools, and the community.
 - Develops partnerships, builds relationships, and elicits cooperation of other stakeholders in education such as school counselors, secondary education administrators, community leaders, and teachers as directed by the Executive Director.
 - Provides excellent customer service to students, parents, school personnel and the community.
 - Works as a team with peers and RHM marketing team to develop outreach materials and messages.
 - Represents and promotes the Reach Higher Montana mission, vision, core values and brand;
 - Promotes RHM's campaigns, promotions, and programs daily, and while participating in community events and activities.
3. Personal/Professional/Team Development. (1)*
 - Ensures the coordinated, systematic and efficient implementation of Reach Higher Montana's mission, objectives, goals, and core values.
 - Maintain updated knowledge and understanding of company and departmental philosophies, regulations, and policies and procedures, and how these impact team and corporate processes.
 - Ability to obtain Career Development Facilitator certification within one year of hire, if not currently certified.

The following functions and duties may be reassigned:

1. Perform other job-related duties as assigned.

**** The following criteria were used to review the position purpose in accordance with the Americans with Disabilities Act:***

1. Failure to perform this function may have serious consequences.
2. The performance of this function is the reason that the job exists.
3. There are limited employees among whom the performance of this function can be distributed.
4. This function is highly specialized. Employees are hired for the skill/ability to perform this function.
5. It is essential that employees work their normally scheduled work hours and time. Requested adjustments may not be available for this position.

Additional Information

- **Performance Measures:** Performance of this position will specifically be measured using the employee's performance management plan.
- **Please Note:** This position description provides the reader with a concise summary of this job's basic duties. Persons who perform this job may also be required to perform additional responsibilities not described in this position description.
- Overtime may be required. Nonexempt employees are not exempt from the Fair Labor Standards Act (Wage and Hour Act) and receive overtime pay for hours worked in excess of 40 in a work week. Exempt employees are exempt from overtime provisions as defined by the Fair Labor Standards Act. An exempt employee is expected to be on the job to

any extent necessary to accomplish the objectives of the job and requires a twenty-four (24) hour responsibility with the company.

- Employees must maintain confidentiality.
- Employees must comply with the company’s policies and procedures and Code of Business Conduct.
- Employees are required to work normally scheduled work hours. Failure to work normally scheduled work hours will result in disciplinary action, up to and including termination of employment.
- Employees may be required to work irregular work schedules, including evening and weekend shifts.
- Employees will perform requested job-related instructions and job-related duties which may not be listed in this position description.
- Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the individual will possess the abilities and aptitudes to perform all accountabilities proficiently.
- Employees are required to provide a high level of service.
- Employees are required to work safely and use safe practices.
- Travel may be required.

Job Fit Facets:

3	Achievement	1	Entrepreneurialism	3	Position/Status
3	Center of Attention	3	Formal Recognition	4	Practical Results
4	Challenging Work	3	High Involvement-Leader	2	Promotion Opportunities
4	Coaching Others	3	High Involvement-Member	3	Recognition for Expertise
1	Commission	4	High Responsibility/Accountability	4	Relationship Building
3	Compensation	3	Influencing Others	3	Standardized Work
4	Complexity	1	International Exposure	3	Task Variety
4	Continuous Learning	3	Interpersonal Support	5	Travel
5	Details	3	Physical Environment		

Based on a scale from 1 (few or no opportunities) to 5 (many opportunities) for these job fit facets in this position.