



SEALASKA HERITAGE

POSITION DESCRIPTION

College & Career Specialist – Haa Latseen Initiative: Culturally Responsive College & Career Readiness Programming in Southeast Alaska

INFORMATION

Department:	Education
Reports to:	Education Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Exempt
Date:	October 2021

SUMMARY/OBJECTIVE

The objective of this position is to develop and deliver biannual college and career programming for Alaska Native middle and high school students in nine communities, served by eight school districts. The selected candidate will have experience with postsecondary pathways, positive youth development strategies, and methods of engaging youth in goal setting. The Specialist will be comfortable making presentations in small group settings and will be a conduit for students and families seeking information and guidance in making informed postsecondary decisions.

ESSENTIAL FUNCTIONS

- Develop and apply a college and career programming model that will assist Alaska Native middle and high school students to increase their awareness and understanding of postsecondary education and training opportunities.
- Coordinate and collaborate with eight school districts serving nine communities and their schools to plan and implement bi-annual college and career programming for Alaska Native students.
- Coordinate and collaborate with teachers and administrators in nine communities to plan and co-host bi-annual family engagement events.
- Respond to and/or engage Alaska Native students' parents and families in discussions about the importance of student goal setting.
- Review application processes for the Sealaska Corporation Scholarship, FAFSA process, PELL grants, and other federal, state, and tribal sources of postsecondary support.
- Conduct follow-up research and outreach with parents concerning postsecondary opportunities for their Alaska Native children.
- Collaborates with the Project Director and the Wellness & Prevention Specialist to develop and implement the annual Latseen Leadership, College, and Career Academies.
- Assist the Project Director to plan for and participate in the implementation of the project's annual tours of postsecondary education programs for 24 Alaska Native high school students.
- Responsible for delivering and collecting completed pre/post surveys completed by Alaska Native students participating in bi-annual programming in middle and high schools in nine



communities.

- Survey data analysis and reporting for use by the Project Director in preparing reports for the US Department of Education.
- Other Duties as assigned.

COMPETENCIES

- Highly effective verbal, written, and interpersonal communication skills
- Experience with comprehensive program development and implementation
- Demonstrated ability to assist to coordinate activities with attention to detail
- Technical capacity to gather, manage, and analyze pre/post participation survey data
- Knowledge of Southeast Alaska Native culture and Southeast Alaska's communities

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time benefited position, working 37.5 hours a week. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.

TRAVEL

Some travel may be required.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Education (or another field plus necessary experience)
- Four years of experience in an educational setting
- Experience providing services to Alaska Native youth and their families
- Knowledge of the principles of Adverse Childhood Experience (ACEs) and social-emotional learning
- Previously facilitated programming in rural communities

PREFERRED EDUCATION AND EXPERIENCE

- Previously provided counseling services for middle and/or high school students
- Experience with postsecondary education application and financial aid application



processes

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

