Northwest Campus is looking for a Program Outreach Advisor.

Full time, 10 month/year position with full benefits, including tuition waivers.

Salary is at Grade 78, $31.65/hour.

Duties:

- Program Development Fiscal Responsibilities
- Partnership Development
- Travel to regional communities to develop courses and to connect with students and partners
  - Serve on local, regional and statewide task forces
  - Serve on boards of regional agencies when appropriate
- Academic and Vocational Program Development
- Expand access to academic and vocational programs for rural sites
- Work with adjunct instructors to ensure courses meet community needs.
- Syllabus development and adjunct faculty assignments
- Organize course elements
- Track student progress and provide academic advising
- Assist students with financial aid, registration and student support efforts
- Maintain records and files for registration, advising, financial aid
- Disseminate information to partners, students and colleagues regarding events, activities, opportunities
  - Serve as information specialist and liaison with partners regarding university efforts and initiatives
  - Assist in establishing goals and outcomes for courses
  - Work with Student Services department to develop student support resources and retention strategies
  - Identify, develop and maintain programs and courses to meet community and regional needs.

For more position and qualification information, go to careers.alaska.edu, click on Nome from the side menu and search for posting # 510791.

Applicant Instructions: Please attach a cover letter detailing your qualifications as they pertain to this position, a current resume and three professional letters of reference.

This position is open until filled; however, first review of applications will be on Jan 7th.