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](http://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.