



**Date:** August 9, 2018  
**Title of Position:** Program Advisor (10 month, part-time appointment)  
**Salary:** \$28/hour (approximately 10 hours/week; non-benefitted; grant-funded)  
**Effective:** September 2018 – June 2019

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**Position Summary:** Under the general supervision of the Program Director of the Berkshire Community College Adult Education Center, the Program Advisor works closely with students, teachers, the director and other staff to ensure student success by:

- providing academic and career guidance to ESOL students;
- conducting interviews with students in Lee and Great Barrington to gather specific information regarding student interests, concerns, and goals;
- assisting students in developing their Career and Education Plan with college/technical school applications, job searches, and applications;
- referring students to community resources as needed;
- organizing and promoting job and community bulletin board;
- attending staff meetings and professional development trainings; and
- performing other duties as assigned.

**Qualifications:**

- Bachelor's degree or equivalent combination of education and experience.
- Experience working with ESOL adult learners.
- Ability to work flexible schedule including nights and weekends on occasion.
- Strong written and interpersonal communication, technology, and community outreach skills.
- Ability to work inclusively, effectively, and flexibly with diverse faculty, staff and student populations.
- Team player who can collaborate with colleagues for program and student development goals and aims.
- Must be willing to participate in curriculum development, professional development and attend staff/program meetings throughout the school year.
- Knowledge of and experience working with the greater Berkshire community preferred.
- Bi-lingual (Spanish/English) strongly preferred.

**Additional information:**

Source of Funding: Community Adult Learning Center grant

Area of Assignment: Community Engagement, Education, and Workforce Development

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part-Time

**Application Procedures:** For consideration, submit cover letter, resume, and names and telephone numbers of three current professional references to Heidi Bailey, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [hbailey@berkshirecc.edu](mailto:hbailey@berkshirecc.edu)

**Application Closing Date: August 24, 2018.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

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