

## Arkansas Department of Career Education

### Business and Marketing Technology Program Advisor Job Vacancy Announcement

Recruitment Period: Tuesday, October 18, 2016, through Friday, November 4, 2016

Position Number: 22080332

Classification Title: ACE Program Advisor Class Code: E062C Grade: C122

Entry Level Grade C122 Salary: \$41,159  
(twelve (12) month annual salary)

The Arkansas Department of Career Education is recruiting for a Business and Marketing Technology Program Advisor position that is assigned to the Division of Career and Technical Education. The work location for this position is Three Capitol Mall, Little Rock, Arkansas 72201-1083.

Please read the attached Business and Marketing Technology Program Advisor functional job description for education and experience requirements, job responsibilities and expected results, competencies, and skill sets that are specified for this job vacancy.

#### Employment Application Procedure

Apply through the Arkansas State Jobs website, [www.arstatejobs.com](http://www.arstatejobs.com). Upload your resume with your employment application. Each applicant is expected to respond to the position-relevant questions that are posted for the Business and Marketing Technology Program Advisor position. The applicant questions are located near the end of the electronic application. The hearing impaired may telephone the Arkansas Relay Service, at 1-800-285-1131 for assistance.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., Friday, November 4, 2016.

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodations that are needed to participate in our application process.

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## Business and Marketing and Technology Program Advisor Functional Job Description

Position Number: 22080332

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### **Position Summary**

The ACE Program Advisor will function as a Business and Marketing Technology Program Advisor, for the Office of Business and Marketing Technology, in the Division of Career and Technical Education. The Program Advisor will work with: ACE program advisors in the area of Business and Marketing Technology, as well as other departments in the agency, particularly with relation to technical assistance to schools; school administrators, CTE coordinators, and teachers in developing, implementing and maintaining courses in Business and Marketing Technology pathways and programs of study; and business and industry partners as a part of the advisory councils to develop industry-relevant Business and Marketing programs.

Frequent in-state and some out-of-state travel will be required. Overnight travel throughout the year is necessary to provide teacher training, technical assistance, program evaluation, and to attend student competitions, state, and national conferences, which will be extensive during peak work periods.

It is not uncommon for the Business and Marketing Technology Program Advisor to be on official agency business travel from three (3) to four (4) nights per week for several weeks.

### **Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in education, business administration/management, marketing, finance, or a field directly related to the assigned program area; plus four years of experience in the field of education or a related field. Related education areas for the Business and Marketing Technology Program Advisor are: Business Education, Marketing Education, Business Finance, Business Administration, or Business Management.

A valid (unexpired) teaching license is required for Business and Marketing Technology Program Advisor. Professional work experience as a classroom teacher is required. Extensive knowledge of Business and Marketing Technology is also required.

The Business and Marketing Technology Program Advisor must demonstrate initiative as a self-starter, be analytically astute, exercise responsible discretion and judgment, perform detailed tasks, and be highly motivated to competently achieve performance expectations with minimal supervision.

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Critical thinking skills and a high level of integrity are essential to be successful as the Program Advisor. Strong writing and verbal communication skills, collaboration, and presentation skills including the ability to write educational standards and objectives, and other related documents are required. Knowledge of and the effective application of grammar, punctuation, and syntax rules is required to achieve the writing standard. Public presentation experience is needed.

Management and organizational skills are required, with attention to detail. Proficient application of Microsoft application is essential, particularly Microsoft Word, Excel, and Powerpoint.

### **Job Responsibilities and Expected Results**

Assist the Business and Marketing Technology Program Manager and advisors in the development and/or revision of Business and Marketing Technology course frameworks.

Assist in developing and revising state standards that include industry and national standards and address all levels of learning; develop appropriate assessments.

Review new program start-up applications and Perkins improvement activities.

Conduct technical assistance visits at schools offering Business and Marketing Technology programs.

Maintain reports and records submitted by teachers; assist in coordinating and conducting professional development events for CTE teachers.

Review Business and Marketing Technology curriculum to identify intra- and cross-curricular duplications and alignments.

Assist teachers with using the Arkansas Department of Career Education website, particularly as it relates to Perkins information, curriculum frameworks, and other areas as necessary.

Provide direct and/or indirect support for FBLA (Future Business Leaders of America) and DECA student organization as assigned.

Develop and present professional development sessions for teachers of Business and Marketing Technology and related programs.

Assist teachers, administrators, and CTE coordinators with enrollment and training for specialized courses, programs, and professional development opportunities.

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Exercise responsible discretion to protect the integrity of all confidential agency, client, student, and employee information.

Review and score grant application submissions for new and expanded programs, conducting site visits as necessary; process grant reimbursement documents.

Maintain and analyze annual reports submitted by teachers.

Participate professionally in meetings and committees, adhering to agency standards set forth in the Professional Interpersonal Communication Standards.

Assist in evaluating vendors, speakers, etc. for participation in conferences and professional development activities.

Perform other duties as assigned as new state and federal policies or initiatives are mandated.