

Arkansas Department of Career Education

Business and Marketing Education Program Advisor Job Vacancy Announcement

Recruitment Period: Wednesday, July 15, 2015, through Wednesday, July 29, 2015

ACE Program Advisor: Position Number: 22080336 Class Code: E062C

Grade C122 Entry Level Salary: \$41,159

The Arkansas Department of Career Education (ACE) is recruiting for an ACE Program Advisor position that will function as the Business and Marketing Education (BME) Program Advisor. This position is assigned to the Business and Marketing Education Section, in the Division of Career and Technical Education. The position will be located at Three Capitol Mall, Little Rock, Arkansas 72201-1083.

Thoroughly read the attached Business and Marketing Education Program Advisor functional job description for education and experience requirements, job duties, responsibilities, and performance expectations.

Employment Application Procedure

Apply through the Arkansas State Jobs website, www.arstatejobs.com. Upload your resume with your employment application. Please respond to all position-relevant questions that are posted for the BME Program Advisor. The applicant questions are located near the end of the electronic application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121 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., Wednesday, July 29, 2015.

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.

Arkansas Department of Career Education

Business and Marketing Education Program Advisor Functional Job Description

Position Number: 22080336

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

Position Summary

The Program Advisor will evaluate school district grant applications for Perkins funding. The Program Advisor will also verify school, teacher, and course information for the Teacher Information System. The Advisor will work with teachers concerning their Licensure in their Career and Technical Education (CTE) program areas. The Advisor will review new program start-up applications submitted by school districts. The Advisor will work closely with teachers to develop and revise curriculum frameworks and end-of-course assessments. The Advisor will provide technical assistance to school districts in regard to various CTE programs. The Advisor will coordinate and conduct professional development events for CTE teachers. The Advisor will work with business and industry partners to further CTE in Arkansas.

The Advisor will assist the state advisor for DECA and help assist with the management of FBLA Senior and Mid-Level as well as PBL. The advisor will be required to attend conferences on the local, state, and national levels when needed.

The advisor will work in teams with the other CTE Departments and function as a member of the Technical Assistance teams. This will include travel to the school districts and as member of the team report out any findings and suggestions for support to the district.

Over-night travel will be required for education visits as well as student organization visits. The Advisor will be traveling a great deal during peak times of the year. Some weeks as many as 3-4 nights per week.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in education, business administration, a field directly related to the assigned program area, or a related field; plus four years of experience in the field of education or a related field..

Desired Qualifications

Technology expertise and teaching experience
Leadership and good Interpersonal skills
Excellent oral and written skills
Presentation Skills
Knowledge and working understanding of FBLA and DECA student organizations

Mandatory Requirements:

Applicants must possess a valid/unexpired teaching license in Business or Marketing at the time of applications.