

Arkansas Department of Career Education

State Approving Agency for Veterans Training Program Advisor Job Vacancy Announcement

Recruitment Period: Friday, September 9, 2016, through Friday, September 30, 2016

Position Number: 22080331

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 State Approving Agency for Veterans Training Program Advisor position that will be assigned to the State Approving Agency for Veterans Training section, with the Division of Career and Technical Education. The work location for this position is 525 West Capitol Avenue, Little Rock, Arkansas 72201-3309.

Please read the attached State Approving Agency for Veterans Training 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. Upload your resume with your employment application. Each applicant is expected to respond to the position-relevant questions that are posted for the State Approving Agency for Veterans Training 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, September 30, 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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Position Summary

The ACE Program Advisor will function as the State Approving Agency (SAA) for Veterans Training Program Advisor. The Advisor is responsible for the following: United States Department of Veterans Affairs contract monitoring and management other federal and state agencies; approving educational, on-the-job training, and apprenticeship programs; and other education and job programs at universities and colleges, vocational and technical schools, beauty and barber schools, flight schools, and private vocational schools.

The Advisor is responsible for planning, budgeting, interpreting, and implementing VA laws and regulations for educational facilities and training establishments to serve Arkansas' veterans population.

Frequent in-state and some out-of-state travel is required. Travel throughout the year is required for compliance reviews, technical assistance, and to attend national conferences. Travel will be extensive during peak work periods. It is not uncommon for the SAA Program Advisor to travel from two (2) to three (3) nights per week for several weeks.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree, and three years of experience in postsecondary, or military education administration, financial aid or grant administration, or veterans program administration. An equivalent combination of education and professional work experience will be considered.

The SAA Advisor must have knowledge of federal and state laws regarding the Montgomery GI Bill benefits. A comprehensive knowledge of federal contract procedures and an understanding of accounting/budgeting principles is essential.

The State Approving Agency for Veterans Training Program Advisor must demonstrate initiative as a self-starter, be analytically astute, exercise responsible judgment, and be highly motivated to competently achieve performance expectations with minimal supervision. A high level of integrity is essential to be successful as the Program Advisor.

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This professional must effectively communicate orally and in writing, have strong interpersonal skills, and public presentation experience. Knowledge of and the effective application of grammar, punctuation, and syntax rules is required. Critical thinking, management, and organizational skills are required, with attention to detail. Proficiency in Microsoft Office products is required.

Job Responsibilities and Expected Results

Serve as a resource to provide technical assistance during visits to schools to communicate VA approval criteria.

Direct investigations, complaints and denial of benefit claims as requested by the U.S. V.A.

Provide leadership and service on national and regional committees and organizations that involve veterans' education issues.

Attend national conferences and regional meetings of various professional organizations to enhance communications and further veteran education.

Serve on a national committee or executive board to bolster veteran benefits.

Serve as a liaison with local, state, and national regulatory agencies, members of congress, business and industry, and military service organizations.

Attend meetings with the U.S. Department of Veterans Affairs Educational Liaison Representative (ELR) for the State of Arkansas, government officials, prospective school and industry officials.

Assist with approximately 69 outreach/liason activities serving over 4,600 veterans annually

Maintain comprehensive knowledge of federal contract procedures and an understanding of accounting/budgeting principles.

Comprehend, analyze, interpret, and issue authoritative decisions on technical information and effectively communicate conclusions orally and in writing. Prepare, categorize, and document reports.

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Supervise approval of active university and college degree institutions and active certificate producing training institutions to include their total curricula, content and policies.

Visit each active institution annually to review institution's and students' records to ensure compliance with the United States Code.

Actively pursue new programs of education or vocation throughout the State.

Conduct annual onsite compliance survey visits of all active approved educational/training establishments.

Ensure compliance with all applicable federal/state regulations, laws and SAA approval criteria.

Review and approve/disapprove all applications for approval of new or revised programs of education/training for veterans.

Evaluate applications and their supporting documentation.

Present information to various groups orally and in writing.

Critically review all educational/training establishment catalogs/bulletins/student handbooks, etc. to ensure compliance with all federal/state laws and regulations.

Assist agency staff, legislators and officials from local Federal and State agencies to interpret, develop, and implement major programs, and to resolve disputes.