

EDUCATION ADVISOR
Part-time Contract Position
Contingent Upon Successful Award of a Blanket Purchase Agreement
Location: Whiteman AFB, Missouri

The selected contractor/individual must have at least one (1) year remaining at the current duty station to provide for continuity.

QUALIFICATIONS: A baccalaureate degree from a regionally accredited American college or university is highly desired. Master's degree and/or 15-30 semester hours in counseling, secondary education, or a related discipline is preferred. Excellent customer service skills and verbal communication skills are essential. Appropriate related professional work or volunteer experience of at least one (1) year is desirable. Knowledge of/experience with AF terminology, office procedures and education programs, plus familiarity/facility with Windows NT, Microsoft Word, Power Point, Excel and Access is desirable. Resumes and transcripts shall be submitted with bid packages to the base contracting office.

WORK HOURS/DAYS: The government will determine the number of units (a pre-scheduled four-hour work block of time dedicated to providing the services identified in this Statement of Work) required each week and will notify the contractor with the intended schedule no later than seven (7) days prior to the designated work unit. Normally a minimum of five (5) units will be worked per week. Units will not be worked on federal holidays or when the office is closed or outside the normal work hours of 0730-1630 M-F. Occasionally, at the request of the Base Training and Education Services (BTES) Team Leader/or designee, two (2) units may be scheduled in the same work day (4 hours and 4 hours.) It is estimated that five (5) units will be required per week and that each unit will require 4 hours. Units may be scheduled to cover the 1200-1300 designated lunch period, Monday through Friday. Exact days and times of service may be jointly determined by contractor and government in advance and may be modified by the mutual agreement according to changing program needs.

GUIDELINES: All tasks shall be accomplished in accordance with AFI 36-2649 and all other pertinent Air Force, Air Force Global Strike Command, DANTES, and local command policies and publications. Contractor will have read AFI 36-2649 and will become thoroughly familiar with the CCAF Handbook and Counselor Guide, as well as all on base schools and degree programs, preferably prior to but no later than the first week of employment. The AFI's will be made available upon request (available through on-line reference material). The handbook, guide and school catalogs are available in the BTES office.

SPECIFIC TASKS:

- a. Advise active duty AF personnel on all programs available through voluntary off-duty education, the Community College of the Air Force (CCAF), Defense Activity for Non-Traditional Education Support (DANTES), officer accession programs and other educational support programs are required by the BTES Team Leader. Keeps the BTES Team Leader current on all program and catalog changes and advises affected student promptly.

- b. Advise AF personnel of Professional Military Education programs available for enlisted personnel and officers by correspondence in residence, or seminar format.
- c. Provides Information to prospective applicants of specialized AF programs to include (but not necessarily limited to): ASCP, LEAD, SOAR, AFROTC, and OTS. Performs preliminary check for accuracy and completion of application package. The contractor will assist applicant's determination of their grade point average (GPA) requirement according to specific program guidelines. Refers applicants to BTES education counselor for final check of package prior to mailing.
- d. Provides information regarding Air Force tuition assistance, VA education benefits, federal financial assistance programs, local scholarships and Air Force Aid Society grants to all eligible personnel. Assists students with completion of all applicable forms/applications. Processes AF TA Forms via the AFAEMS software program.
- e. Refers students to the appropriate academic institution representative for registration and enrollment in courses or programs that pertain to their education goals.
- f. Must be thoroughly familiar with the CLEP/DANTES test program and advise students of tests that are applicable to their programs of study. Administers and interprets pre- tests and non-timed interest and placement tests as appropriate to the individual counseling process.
- g. Assists AF students with updating their education record; entering goal, updating notifications, inputting supervisor information, and submitting transcripts.
- h. Conducts follow-up activities (phone calls, mail-outs, emails) to ensure individual student educational objectives are being met.
- i. Responsible for preparing all necessary correspondence and forms and maintains related records and logs required supporting all aspects of job tasks.
- j. Uses the Air Force Automated Education Management System (AFAEMS) to maintain individual student records.
- k. Answers main line and assists customers.
- l. Assist with updating education brochures and creating posters for the on base schools.
- m. Assists the BTES with the necessary logistics (classrooms, material support, etc.) to conduct on base seminars, classes, or meetings.

INTERESTED APPLICANTS PLEASE SEND EMAIL WITH COPY OF YOUR RESUME TO: [SSHERIDAN@RS6CONSULTING.COM](mailto:ssheridan@rs6consulting.com)