



## JOB DESCRIPTION

<b>JOB TITLE:</b> Student Success Advisor/Mental Health Coordinator	<b>FLSA:</b> Exempt
<b>Department</b> Advising and Counseling	<b>Date:</b> 4/23/2024
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-42
<b>Reports To:</b> Director of Advising and Counseling	

### Job Summary

The Student Success Advisor /Mental Health Coordinator works under the general supervision of the Director of Advising and Counseling to provide a wide range of support services to students, faculty, and staff. The Student Success Advisor for Mental Health is vital to maintaining a healthy and supportive campus environment, facilitating student success, and meeting the college community's mental health needs.

### Essential Functions

- Provide academic, career, holistic advising; degree planning; registration in courses; transfer guidance to prospective and enrolled students to enhance student completion and success;
- Assists students to adjust to and succeed in college;
- Crisis intervention;
  - Offer immediate support and intervention for students in crisis situations and refer student to appropriate resources.
  - Collaborate with campus emergency services and resources as needed.
  - Coordinate and participate in behavioral intervention assessments
- Preventative Education
  - Develop and deliver mental health awareness and education programs.
  - Conduct workshops and training sessions on stress management, coping skills, and resilience.
  - Promote overall well-being through outreach and awareness campaigns.
- Collaboration
  - Work closely with other campus departments, including, academic advisors, residence life and student activities, to provide integrated care.
  - Collaborate with faculty and staff to create a supportive campus environment.
  - Participate in multidisciplinary teams addressing student concerns.
- Maintain current knowledge of Texas Higher Education Coordinating Board rules pertaining to the Texas Success Initiative;
- Maintain a relationship with the instructional divisions;
- Represents the College and disseminates appropriate information about the College to prospective students and other interested parties. Assist with recruiting, college days and night programs;

- Works cooperatively to provide appropriate data for purposes of reporting, institutional research, and institutional effectiveness;
- Works with the Registrar/Director of Admissions to interpret and enforce academic rules and regulations;
- Monitors student progress and provide timely interventions to increase student success;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Maintain student advising records and confidentiality;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Requires the kind of teamwork that contributes to a safe educational and working environment by participating in all drills and training and being prepared to act should a health or safety emergency occur;
- Performs all other duties as assigned.

#### **Minimum Education, Skills and Abilities**

- Master's degree with emphasis in Counseling, Career Counseling, Psychology, Student Personnel, Social Work or equivalent;
- LPC or equivalent licensure/certification in Texas. If not licensed, must be in the process of attaining licensure.
- Three years directly related experience in student support services;
- Excellent interpersonal, oral and written skills to effectively communicate with students, staff, faculty, and the general public in a courteous manner;
- Demonstrated knowledge and skills in the use of integrated software systems and Microsoft Office applications;
- Demonstrated skills in establish and maintaining effective working relationships with students, staff, faculty and the public;
- Demonstrated skills in facilitating and modeling a quality customer service orientation;
- Demonstrated excellent written and verbal communication skills; demonstrated strong interpersonal skills;
- Ability to think "outside the box" and to lead and manage change, as well as the recruiting and admissions processes of the College.

#### **Preferred Education, Skills and Abilities**

- Ability to speak Spanish;
- Teaching experience at the high school and/or college level;

#### **Work Environment**

- Work primarily, but not exclusively, in a climate-controlled environment with minimal safety/health hazard potential or work hazards;
- The position requires average agility and good physical condition;
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

### **Special Requirements**

- Ability to work some evenings and weekends
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

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Signature

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Date