



## JOB DESCRIPTION

<b>JOB TITLE:</b> STEM Academic Advisor/Transfer Specialist	<b>FLSA:</b> Exempt
<b>Department:</b> HSI STEM Grant	<b>Date Revised:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-42
<b>Reports To:</b> HSI STEM Project Director	

### **Job Summary**

The STEM Academic Advisor / Transfer Specialist assists with the development, coordination, and implementation of Student Support Services for students enrolled in science, technology, engineering, and mathematics (STEM) area programs and with activities to increase retention rates, course completion rates, graduation rates and transfer rates for program participants.

### **Essential Functions**

- Provides academic advising and support services for students enrolled in STEM courses and programs;
- Develops content and implements support structures located in the STEM Success Center, including but not limited to, advising, tutoring and a Summer Intensive Math Immersion Program;
- Maintains a library of transfer resources for STEM students;
- Develops and organizes a seminar series for STEM students;
- Assists disadvantaged, racially and culturally diverse first generation students adjust to and succeed in college;
- Provides academic, personal and career counseling for program participants;
- Assists students in applying for financial aid;
- Assists students to transfer to four-year colleges/universities;
- Assists in the selection of and implementation of assessment(s) of program participants;
- Coordinates admissions and registration functions for STEM students;
- Assists with recruiting, training, matching and monitoring mentors and peer tutors;
- Relates to college administrators, staff and instructors on behalf of students;
- Provides information and advice to internal and external customers;
- Collects and process data collected from applications and information requests;
- Monitors student progress and maintain student records;
- Maintains a supporting database and files;
- Prepares documents, reports, contracts and routine correspondence;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;

- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- 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;
- Performs all other duties as assigned.

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

- Bachelor's degree in counseling, student affairs, or a STEM (science, technology, engineering, math) field;
- Minimum of three years counseling and/or advising experience;
- Experience working with disadvantaged students;
- Demonstrated understanding of the mission and role of the community college;
- Strong written, verbal, and interpersonal communication skills;
- Strong organizational and management skills;
- Ability to work effectively with a wide variety of students from various socioeconomic and ethnic backgrounds;
- Self-motivated and results-oriented; and,
- Proficient in the use of PCs and associated software.

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

- Master's degree in counseling, student affairs or a closely related field;
- Undergraduate degree in the STEM area;
- Work experience at a comprehensive community college;
- Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement;
- Experience in job-related area in a community college or university;
- Experience overcoming barriers similar to those faced by the target population;
- Financial aid knowledge; and,
- Ability to speak Spanish.

### **Work Environment**

- Works primarily, although not exclusively, in a climate controlled environment. This position requires average agility and good physical condition. In addition, workers must be able to lift 25 pounds. Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, and other physical exertion;
- Work requires frequent near vision use for reading and computer use; occasional stressful conditions;
- Job involves community outreach and travel to local educational institutions, and cultural activities; and,
- Work is generally performed with maximum interaction with students and college personnel.

### **Special Requirements**

- Availability 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? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date