



## JOB DESCRIPTION

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| <b>JOB TITLE:</b><br>Student Success Advisor for Dual Credit | <b>FLSA:</b><br>Exempt    |
| <b>Department</b><br>Student Services                        | <b>Date:</b><br>5/19/2015 |
| <b>Security Sensitive:</b><br>Yes                            | <b>Grade:</b><br>C-42     |
| <b>Reports To:</b><br>Director of Advising and Counseling    |                           |

### **Job Summary**

Under the general direction of the Director of Advising and Counseling, the Student Success Advisor for Dual Credit provides a broad spectrum of support services to high school students, as well as the ISD and College faculty and staff. These services include but are not limited to developing pathways, programs, curriculum teams and other strategies designed to enhance and increase the preparedness levels of high school students to assist transitioning to the postsecondary environment.

### **Essential Functions**

- Coordinates dual credit enrollment, early admissions and registration functions with local high school students for technical and academic pathways to college;
- Assists disadvantaged, racially and culturally diverse first generation prospective students to adjust to and succeed in college;
- Develops, facilitates and/or presents workshops designed to increase student success in the high school to college transition;
- Provides services to prospective students of the College to include college preparedness advisement, academic advising, registration in courses, counseling and student activities;
- Maintains current knowledge of Texas Higher Education Coordinating Board rules pertaining to the Texas Success Initiative, course transferability, dual credit, and tech prep;
- Maintains a relationship with the instructional divisions and high school faculty;
- Develops forms, surveys, brochures, and record-keeping procedures;
- Coordinates and/or administers evaluative assessments;
- Represents the College and disseminates appropriate information about the College to prospective students and other interested parties;
- Works with the Registrar/Director of Admissions in implementing, maintaining, and using the electronic data system to identify and recruit students, to track and communicate with students during the application process, and to assist applicants in the admissions and registration process;
- 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;
- Maintains ongoing contact and good public relations with high school and college students and staff;
- Relates to college administrators, staff and instructors on behalf of students;
- Monitors student progress and maintain student records;

- 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**

- Master's degree in student services, education, business, psychology or a closely related field;
- Five years experience in a high school and/or community college setting working with student academic preparedness, admissions, student advisement, student support services;
- Skill in establishing and maintaining effective working relationships with prospective students, college and high school faculty, staff and the public, and commitment to a team building approach;
- Ability to work effectively within an ethnic, cultural and socially diverse student population;
- Experience in budget development and management;
- 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 establishing 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**

- Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement;
- One to three years of experience in a community college or university;
- Experience overcoming barriers similar to those faced by the target population;
- Financial aid knowledge;
- Fluency in Spanish.

### **Work Environment**

- Work is 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