



JOB DESCRIPTION

JOB TITLE: Student Success Specialist	FLSA: Exempt
Department Advising	Date: 5/19/2015
Security Sensitive: Yes	Grade: C-41
Reports To: Director of Advising and Counseling	

Job Summary

Under the direction of the Director of Advising and Counseling, the Student Success Specialist assists with the development, coordination, and implementation of Student Support Services and activities to improve student success, and services and activities to improve retention, course completion, graduation, and/or transfer rates.

Essential Functions

- Provides student success services to students and potential students of the College; including, but not limited to career planning, academic advising, assistance with registration, transfer information, placement information, student activities, and recruiting;
- Assists students in planning educational programs compatible with their interests, needs, and abilities;
- Assists instructors with follow-up of students who have been notified through the Early Alert System for excessive absences, unsatisfactory grades, etc.; advise and work with students who have been notified through the Early Alert System;
- Assists disadvantaged, racially and culturally diverse first generation prospective students to adjust to and succeed in college;
- Assists with student recruitment, student activities, and linkages for assistance with support services;
- Assists with orientation programs and/or classes;
- Assists students in applying for financial aid;
- Assists students in transferring to four-year colleges/universities;
- Registers students for classes and maintains degree plans;
- Assists with recruiting, training, matching and monitoring mentors and peer tutors;
- 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 education, social sciences, or a closely related field;

- 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;
- Strong interpersonal, oral and written skills to effectively communicate with students, staff, faculty, and the general public in a courteous manner;
- Strong organizational and management skills;
- Self-motivated and results-oriented;
- Proficient in the use of PCs and associated software.

Preferred Education, Skills and Abilities

- Master’s degree in counseling, student services, adult education, or a closely related field;
- 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 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 travel as required for workshops and conferences;
- 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? _____

Signature

Date