

BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

POSITION: Student Success Advisor

BASIC FUNCTION

Under the direction of an assigned supervisor, coordinate and provide a variety of services in support of student success and equity program(s). Provide services to students designed to improve retention, completion, graduation, and/or transfer rates. Perform general administrative duties in support of student success and equity program(s).

REPRESENTATIVE DUTIES

1. Provide student success support services to students and potential students of the college including, but not limited to, assistance with; orientation, assessment, registration, academic advising, catalog, schedule, website interpretation, transfer information, financial aid application, and connections to student activities and outreach services.
2. Assist with the implementation of Student Success and Equity Plans and programs by providing a variety of paraprofessional career and academic advising and placement services to new and continuing students including the development of educational plans such as general education requirements, major, transfer and college requirements.
3. Works with admissions, counselors, and financial aid staff to provide students with the resources and knowledge needed to make matriculation decisions.
4. Schedules students for appointments with counselors, assessment and orientation sessions, and other support services as appropriate.
5. Answers inquiries, makes appointments and provides information to students, faculty, staff and administration. Takes messages and refers calls as appropriate.
6. Maintain a positive image of the department to staff, students and the public, which includes planning, developing and conducting related outreach, career fairs, and college visitations.
7. Performs clerical and administrative duties including technical formatting, building and submitting reports. Provide clerical support for meetings as assigned.

8. Record, monitor and report program budget expenditures according to established procedures. Assist with budget preparation and on-going monitoring.
9. Performs a variety of secretarial duties for the counseling staff, transfer center, and Student Success and Equity programs.
10. Coordinate and provide services to students which include assistance with procuring books, meals, transportation, and providing other related services in support of student success and equity.
11. Assist students in completing enrollment and eligibility forms.
12. Maintain student files and other files or documents related to student success and equity activities.
13. Prepare, maintain and submit work requests, time cards, mileage reimbursement, meals, requisitions, media requests and other expense claim forms.
14. Assist faculty and staff with various program/department activities in support of student success and equity.
15. Assist in organizing and participate in student cultural and social activities conducive to student success and equity.
16. Assist Student Services in providing guidance, support, and assistance to students concerning class schedules, career goals, instructors, and academic progress. Assist students in developing life skills and communication techniques which will enhance their chance of success.
17. Input student success data and provide follow up with students as needed. Verifies, compiles, interprets, and records a wide variety of data and information.
18. Coordinate with administration, faculty, and staff of student services and Academic Affairs to exchange information and coordinate services and activities related to student success and equity.
19. Refer students to outside community resources as appropriate.
20. Perform other work related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of :

- State funded programs and resources encompassing at risk groups, including socially and economically disadvantaged students.
- Working knowledge of higher education certificate and degree requirements that accommodate disadvantaged students.
- Social and cultural programs that can enhance student retention and success.
- Funding sources, requirements and services available to students from other agencies.
- Student support services.
- Community College and Transfer program requirements.
- Sufficient language and writing skills to prepare reports and correspondence.
- Working knowledge of common office productivity software such as student databases, word processing, spreadsheets, and presentation graphics.
- Math skills sufficient to maintain financial and statistical records.
- Computer software applications including Microsoft Office
- Laws, regulations, policies and procedures required to perform the duties of this position.

Ability to:

- Carry out all aspects of the position.
- Maintain confidentiality when appropriate or required
- Implement programs and services.
- Demonstrate sensitivity to diverse populations.
- Follow program guidelines and determine student eligibility.
- Perform work at all College locations.
- Hand-eye-arm coordination.
- Use a personal computer.
- Sufficiently hear and carry out auditory conversations in one-on-one and group settings, including presentations.
- Read printed materials.
- Follow written and oral instructions.

EDUCATION & EXPERIENCE

Associate degree in psychology, sociology or related field and two years of related experience in student advisement.

LICENSE & CERTIFICATES

Requires a valid driver's license.

WORKING CONDITIONS

Environment:

Office and other locations on the main campus as well as other sites which the District serves. Some travel to outlying sites may be required. Work is mostly performed indoors where minimal safety considerations exist.

Physical Abilities:

Sitting or standing for extended periods of time.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, classified position. Indexed to placement on the Classified Salary Schedule at a Range 17. This position is subject to occasional evening hours.

Board approved: 5/20/15