



JOB DESCRIPTION

JOB TITLE: Student Success Advisor	FLSA: Exempt
Department Advising	Date: 5/19/2015
Security Sensitive: Yes	Grade: C-42
Reports To: Director of Advising and Counseling	

Job Summary

Under the general direction of the Director of Advising and Counseling, the Student Success Advisor provides a broad spectrum of support services to high school students, ISD faculty and staff, 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

- Assists disadvantaged, racially and culturally diverse first generation prospective students to adjust to and succeed in college;
- Assists with dual enrollment and early admissions and registration functions;
- Develops, facilitates and/or presents workshops designed to increase student success in the high school to college transition;
- Provide services to prospective students of the College to include college preparedness advisement, academic advising, registration in courses, transfer information, counseling and, student activities;
- Maintain current knowledge of Texas Higher Education Coordinating Board rules pertaining to the Texas Success Initiative, course transferability, dual credit, and tech prep;
- Maintain a relationship with the instructional divisions and high school faculty;
- Develop 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

- Masters degree in student services, education, business, 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 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? _____

Signature

Date