

Position Description

Position Title: Instructor/Advisor

Classification: Unclassified

Function of Work: Academic Support and Student Engagement

Supervision Received: Frances Welch- Director of Student Support Services

Supervision Exercised: Student Employees

Qualifications: Master's Degree in Counseling, Psychology, other field with appropriate experience. Minimum one-year experience in educational programs for at-risk students.

Responsibilities

- Identify and recruit students for SSS program based upon eligibility and academic need.
- Assist students in developing education plans that align with interests, skills, abilities, and lifestyle goals.
- Provide individual and group advertisement including, but not limited to: academic advising; financial literacy education; academic skills and study strategies; career exploration; and personal support.
- Assist students with applying for and obtaining educational funds.
- Monitor participants' progress, and ensure that documentation is in compliance with Federal TRiO Program guidelines.
- Contribute to the University's retention initiatives related to the students' personal growth, professional development and academic progress towards graduation via the systematic case management of student cohorts.
- Participate in the development and implementation of all services and activities with project staff to meet SSS objectives.
- Schedule, plan and conduct group workshops and teach designated SSS courses.
- Provide referrals to other services when appropriate so as not to duplicate SSS services.
- Coordinate cultural and educational activities/field trips and campus visits for SSS/TRiO participants.
- Serve as Facilitator for the TrioFit Health Initiative
- Assist in the maintenance of accurate SSS data to generate monthly/quarterly/annual reports and evaluate the performance of participants.
- Serve as a liaison to university departments, and conduct SSS informational presentations.
- Develop and maintain a network of educational, financial, and career resources for benefit of the program and participants.
- Position requires working some evenings, weekends, and occasionally overnight.
- Perform other teaching and advising duties as assigned.