

Position Description

Position Title: Student Support Services Instructor/Advisor

Classification: Unclassified

Function of Work: Academic Support & Student Engagement

Supervision Received: Frances Welch

Supervision Exercised: SSS student employees (mentors)

Qualifications: Master Degree in Education or related field; experience working with at-risk students; demonstrated understanding of students' needs; prior teaching experience; effective written & oral communication; ability to present in small & large groups; require minimal supervision; knowledge of postsecondary academic & financial assistance procedures.

Responsibilities

- Identify & recruit students for SSS
- Assist students in developing education plans
- Provide individual and group advisement, i.e. academic, financial literacy, study strategies, career exploration and personal support
- Assist students with applying for financial aid
- Monitor student progress and ensure documentation is in compliance with Federal Trio Program guidelines.
- Contribute to the University's retention initiative related to the students' personal growth, professional development and academic progress towards graduation
- Teach designated courses
- Develop and implement services and activities for students in the TRIO program
- Make necessary referrals
- Coordinate cultural/enrichment & campus visits for students
- Supervise SSS Peer Mentoring program
- Co-facilitate the TrioFit Health Initiative
- Assist in accuracy of SSS data to evaluate participant performance
- Serve as a liaison to university departments & conduct SSS informational presentation
- Perform other teaching & advising duties as required