LIMITED POSITION DESCRIPTION

POSITION: Coordinator/Counselor

LOCATION: Access to Opportunity, TRIO Student Support Services
Primarily Lincoln and Newport Campuses

REPORTS TO: Program Director, Access to Opportunity

GRADE: CCRIPSA 10

WORK SCHEDULE: Non-Standard; 35 hours per week

JOB SUMMARY: To provide academic advising, career exploration and academic program development for disadvantaged students in individual and group settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct academic, transfer and financial aid advising for program participants.

Maintain an on-going caseload of program participants.

Conduct academic and career assessments; facilitate academic planning and career exploration.

Coordinate support services such as academic development and tutoring.

Teach student success courses, develop and conduct skill development workshops and financial literacy activities for program participants.

Assist students with scheduling and program coordination.

Participate in program orientations and workshops.

Maintain documentation as required by student support services project.

Motivate and encourage participants’ persistence toward achieving a postsecondary degree.

Other related duties as required.
OTHER DUTIES AND RESPONSIBILITIES:
Maintain contact with schools and agencies serving first-generation, low income, minority and ESL students.

Assist with staff in-service training.

LICENSES, TOOLS AND EQUIPMENT:
Personal and mainframe computer systems.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
Bachelor's degree in Counseling, Social Work, Higher Education Administration, Communications, Psychology or Bilingual Education required. Master's degree in related field preferred.

Three (3) years’ experience in providing student support services to students who are low-income, first generation in college and/or have a documented disability is required.

Ability to work independently on multiple assignments and to work collaboratively within a team is required.

Excellent analytical, organizational and communication skills are required.

Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by low-income, first generation in college and/or have a documented disability.

Well-developed oral and written communication, planning skills, and adaptability.

Ability to establish and maintain cooperative working relationships with faculty, staff and students essential.

Individuals from backgrounds similar to the target population are strongly encouraged to apply. Bilingual candidates are encouraged to apply.

*This position is third-party funded and limited to August 31st with the possibility of renewal.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.