



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
STUDENT ADVISOR, CATEGORICAL PROGRAMS	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION STUDY		Board Approved: 08/11/09

JOB DESCRIPTION:

Under direction, facilitate and model problem-solving with students; provide guidance; act as an advocate and an interdepartmental and interagency liaison; assess program needs; develop and implement the program in accordance with Federal, State, and local policies; and perform related work as required.

SCOPE:

The Student Advisor, Categorical Programs, performs a broad range of duties with the purpose of providing a comprehensive system of service delivery to students that draws upon the resources of the department, the college, governmental bodies, and community agencies, while being responsive to changing needs and regulations.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Provides guidance and crisis intervention to assist students in meeting their academic and career goals.
2. Serves as an advocate and liaison for students; informs students about their rights and responsibilities; acts on their behalf in disputes with local agencies and other College departments.
3. Monitors student participation and progress to ensure program compliance.
4. Educates community-based organizations and the District community about available program services; represents program needs and concerns to College departments and local agencies.
5. Provides group and individual orientations and informational sessions to new and continuing students.
6. Assists students with the registration process, financial aid and all other SRJC forms and procedures.
7. Establishes and documents student's eligibility for programs based upon a knowledge of changing governmental, college, and departmental regulations.
8. Creates, modifies, maintains and utilizes complex computerized data management systems necessary to comply with department, Federal, State and county reporting and contractual requirements.
9. Interprets, analyzes, implements and clarifies complex federal, state, county and college regulations for staff, students, and community agencies.
10. Coordinates delivery of services to students with numerous College departments and local agencies.
11. Coordinates collaborative projects in conjunction with local agencies and other College departments.
12. Trains and monitors staff in the implementation of program policy, procedures and services.

KEY DUTIES AND RESPONSIBILITIES (Continued):

13. Assesses program needs and collaborates with College and local agency staff to develop and implement program policy.
14. Authorizes and tracks expenditures for student's books, supplies, fees and supportive services.
15. Develops publications and other printed materials.
16. Monitors and coordinates compliance with applicable college funding requirements.
17. May supervise and train student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimum supervision; communicate clearly and accurately both verbally and in writing; monitor, track and compile statistical information; understand, implement and explain complicated and frequently changing regulations and procedures; develop departmental procedures in response to changing situations and needs; train and direct the work of others; quickly establish rapport and work cooperatively with a variety of people; inspire and motivate; plan and give presentations to individuals and groups and represent SRJC CalWORKs on committees; coordinate and prioritize multiple tasks and responsibilities; work under pressure to meet deadlines; assess client needs and make referrals to a network of appropriate resource agencies; creatively problem solve; and demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Community college requirements, student services, financial aid and other student support programs; community-based organizations and resources; client needs assessment, referrals, and case management; laws and regulations relating to social services; statistical reporting and data management systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

A Bachelor's degree in psychology or a related social sciences field.

Experience:

Experience working in a college or social services setting. Experience working with diverse populations and managing a caseload of clients. Computer proficiency in word processing and data management systems. Experience working with targeted populations is preferred.

SPECIAL REQUIREMENT:

Use of personal vehicle is required frequently. Must possess a valid driver's license and proof of insurance.