



JOB DESCRIPTION

JOB TITLE: Student Success Advisor	FLSA: Exempt
Department Advising and Counseling	Date: 4/23/2024
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 prospective and enrolled students as well as college faculty and staff. These services are designed to enhance and increase the preparedness levels and success rates of students.

Essential Functions

- Provide academic, career, holistic advising, degree planning, registration in courses, and transfer guidance to prospective and enrolled students to enhance student completion and success;
- Assists students to adjust to and succeed in college.
- Assists early admissions and registration functions;
- Develops, facilitates and/or presents workshops designed to increase student success;
- Provide general crisis intervention help to students and refer them to relevant resources.
- 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;
- Represents the College and disseminates appropriate information about the College to prospective students and other interested parties. Assist with recruiting, college days and night programs;
- 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;

- Monitors student progress and provide timely interventions to increase student success;
- Maintains confidentiality of information regarding students, supervisors or other employees;
- Maintain student advising records and confidentiality;
- 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;
- Requires the kind of teamwork that contributes to a safe educational and working environment by participating in all drills and training and being prepared to act should a health or safety emergency occur;
- Performs all other duties as assigned.

Minimum Education, Skills and Abilities

- Master's 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, staff and the public and a commitment to a team building approach;
- 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;

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