

Southwest Texas Junior College - Job Description

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Office ☐ 830.591.2913 Fax

Title: Advisor – Student Support Services

Campus: Uvalde

Description of Job Duties: Responsible for collaborating to design, implement, administer, and evaluate the Student Support Services program. Develops applications, student intake forms, and student contracts used in evaluation and assessment of students' career, academic, and personal needs. Provides career, financial, and academic guidance to project participants. Provides assessment of students' needs, determines eligibility and coordinates student plans. A demonstrated ability to work with diverse populations of college students including low-income/first-generation and underrepresented students required. Recruits, hires, trains, supervises, and evaluates tutors and peer mentors. Monitors and evaluate progress of participants who are receiving tutorial assistance and coordinates tutorial programs with appropriate instructors and staff to match tutors with project participants.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Performs other duties as assigned.

1. Intrusive advisement of at-risk students, student athletes, disabilities students, advising letter cut students and other student populations as requested.
2. Monitors and evaluates progress of students who are receiving intrusive advising and tutorial/mentoring assistance.
3. Assessment of participant's needs and development and management of Individual Academic Plans.
4. Designs and conduct seminars and workshops.
5. Works directly with faculty and staff to engage and collaborate with students on a variety of initiatives.

QUALIFICATION REQUIREMENTS

Education: Master's Degree required (preferably in education with emphasis in guidance or counseling or related area). Three to five years of progressively responsible experience in the following: course and program planning, teaching, and/or development of innovative programs in education.

Experience & Training: Experience working in a tutoring and advising program. Experience in provision of services to individuals with disabilities. Working knowledge of assistive technology and its implementation related to academic accommodations. Experience working with economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.