

COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER



STUDENT SERVICES ADVISOR

530033 / 25
FLSA: NON-EXEMPT

DEFINITION

Under general supervision of the assigned administrator, performs a variety of student services duties including: advising and retention of current and prospective students, academic planning, career planning, transfer planning, admissions and records, financial aid and scholarships, foster youth, veterans, and other assigned student support services for students.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the assigned Administrator. Exercises no supervision of staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provide specialized advisement regarding student services to new and continuing students in specialty fields such as career or education planning, admissions and records, Financial Aid and Scholarships, Extended Opportunities and Services (EOP&S), YESS Foster Youth Services, Veterans, and/or other assigned areas.
- Interview individual students to determine program eligibility and obtain information required to develop student educational, financial and career plans.
- Process applications and forms according to established procedures; request transcripts, records and other information needed to determine status of applications and forms.
- Analyze student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.
- Work with SARS and Datatel to assist students with scheduling counseling and workshop appointments.
- Select, administer, score and interpret assessment tests and assessment instruments; analyze alternative courses of action and assist students in developing appropriate plans.
- Communicate with academic counselors, Center personnel, business leaders, social service agencies, community resources, educational institutions and others to coordinate activities, workshops, and/or exchange information and refer students for further assistance.
- Maintain current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty area.
- Prepare and maintain records, reports, lists and files related to assigned function.

- Develop forms, spreadsheets, databases, handbooks, manuals and other written materials to facilitate student advisement.
- Plan, develop and conduct workshops to provide students with specialized assistance and information in admission, orientation, transfer, financial aid, scholarships, graduation, retention, job /career searches, student success, and other related student service areas.
- Train and provide work direction to assigned personnel and student assistants; recruit and select hourly employees as needed.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Specialized functions, operation and activities in an assigned student advisement area.
- Interview techniques.
- District services and community resources available to students.
- Oral and written communication skills.
- Spreadsheets and databases.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Technical aspects of field of specialty.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures, and equipment.

Ability to:

- Provide specialized paraprofessional duties and advisement to students in a specialty field. Assess student needs and interests and develop viable plans and alternatives.
- Interview students to determine program eligibility and obtain relevant data.
- Plan, develop and conduct informational workshops.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Train and provide work direction to others.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Maintain records and prepare records.
- Lift 30 pounds.
- Work nights and weekends.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor degree in Social Sciences and Human Service AND three years of increasingly responsible experience in a student services or related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

ENVIRONMENTAL ELEMENTS

Typical office setting.

Extensive computer work.

Long periods of standing and sitting.

Adjustable work schedule to include nights and weekends.

Lifting boxes and storage up to 30 pounds.

Direct contact with students with various health conditions (AIDS, HIV, Hepatitis, etc.)