



JOB DESCRIPTION

JOB TITLE: STEM Transfer Student Success Specialist	FLSA: Exempt
Department NSF HSI Grant	Date: 02/16/2022
Security Sensitive: Yes	Grade: C-41
Reports To: Director of NSF HSI Project & Director of Advising and Counseling	

Job Summary:

Under the general direction of the NSF HSI Project Director & Director of Advising and Counseling, the STEM Transfer Student Success Specialist assists with the development, coordination, and implementation of Student Support Services and activities to improve student success, and services and activities to improve retention, course completion, graduation, and/or transfer rates. The Transfer Specialist will work as part of the NSF HSI project team and the advising team to advise STEM students by providing a broad spectrum of support services to college and high school STEM students, faculty, and staff. These services include but are not limited to developing pathways, programs, curriculum teams, transfer paths, and other strategies designed to enhance and increase STEM students' academic and transfer success.

Essential Functions

- Oversees daily activities related to developing specialized advising for STEM students especially as it relates to transfer;
- Works as part of the advising team to advise STEM students;
- Works as part of the NSF HSI project team to accomplish goals of the NSF HSI project;
- Oversees daily activities related to developing specialized advising for STEM students especially as it relates to transfer;
- Works closely with the STEM Honors Program Coordinator for development of a *Unified Community of Support (UCS)*;
- Works closely with the Pathways Advising Specialist to develop pathway-specific STEM articulation and transfer agreements between GC and four-year institutions;
- Communicates with STEM Faculty Liaisons at partner universities regarding transfer plans;
- Supervises Peer Mentors (part-time student workers);
- Tracks all STEM transfer students after transfer to completion of a degree and/or career placement;
- Collaborates with IT and the Technology Program Analyst to implement student dashboard technology;
- Collaborates with student services staff to implement a Pathways Advising System and intrusive advising strategies;
- Creates resources to facilitate STEM transfer advising as part of a Pathway Advising System;
- Creates and maintains an accurate graduation database that documents transfers to four-year institutions, especially STEM transfers;

- Assists students in planning educational programs compatible with their interests, needs, and abilities;
- Assists instructors with follow-up of students who have been notified through the Early Alert System;
- Assists disadvantaged, racially, and culturally diverse first generation prospective students to adjust to and succeed in college;
- Assists with student recruitment, student activities, and linkages for assistance with support services;
- Assists with orientation programs and/or classes;
- Assists students in applying for financial aid;
- Assists students in transferring to four-year colleges/universities;
- Registers students for classes and maintains degree plans;
- Assists with recruiting, training, matching and monitoring mentors and peer tutors;
- Assists Project Director in project evaluation and data-supported initiatives;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;
- 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;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- A Bachelor's Degree in a STEM-related field or in an advising/counseling-related field;
- Two years of related experience including at least one year of experience in higher education advising or counseling;
- Experience working with minority or disadvantaged student populations;
- Prioritize diversity, equity, and inclusion regarding your support of students' success;
- Strong communication and organizational skills;
- Strong interpersonal skills;
- Ability to work within a team environment using collaborative approaches;
- Ability to foster partnerships to promote quality in education.

Preferred Education, Skills and Abilities

- A Master's Degree in a STEM-related field or in advising/counseling-related field;
- Able to speak English and Spanish proficiently;
- Prior experience advising students in higher education for transfer;
- Experience supervising student workers;
- Experience working with faculty or instructional staff within a program or college to create pathways or programs;
- Demonstrated ability to develop relationships across institutions for the purpose of facilitating transfer and/or to establish articulation agreements;
- Demonstrated ability to learn and adopt new technologies in an efficient and productive manner;
- Experience conducting evaluation or research on the effectiveness of educational interventions.

Work Environment / Physical Requirements

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions;

- Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical activities.

Special Requirements

- Subject to a criminal background check prior to employment;
- This is a grant-funded five-year project. Employment is contingent upon funding.

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 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