



## JOB DESCRIPTION

<b>JOB TITLE:</b> BBS Student Success Advisor	<b>FLSA:</b> Exempt
<b>Department:</b> Student Services	<b>Date:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-41
<b>Reports To:</b> Director of Building Bridges to Success	

### **Job Summary:**

This grant-funded position provides academic advisement and student support services to low income, underserved and potentially first generation college participants in the Building Bridges to Success Program. Under the general supervision of the Building Bridges to Success Program Director the Building Bridges to Success Student Success Advisor will assist with the development, academic coordination, advising and implementation of the Building Bridges to Success Program.

### **Essential Functions:**

- Assist in the everyday operation of the Building Bridges to Success TRIO Student Support Services Office;
- Tutor students in math and/or additional academic areas;
- Provide academic advising and assist students in registering for courses;
- Develop and monitor participant's Individual Education Plans;
- Contact instructors and monitor student progress;
- Assist participants in applying for financial aid and scholarships;
- Organize small group learning sessions and/or workshops on Study Skills, Financial Literacy, and other topics;
- Assist students with computer and printer usage;
- Maintain records and help prepare the Annual Performance Report;
- Promote BBS and encourage students to apply;
- Review program applications and orient new participants;
- Assist students with transferring;
- Keep information confidential;
- Attend meetings and campus activities;
- Report to the Program Director;
- Fulfill other assigned duties;
- 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;
- Performs all other duties as assigned.

**Minimum Education, Skills and Abilities:**

- Minimum Bachelor’s Degree in education, social science, counseling, or related field;
- At least three years of experience working with disadvantaged, underrepresented students in a postsecondary education setting;
- Proficient in math (knowledge of MyMathLab preferred) and/or additional academic area;
- Similar background to BBS participants preferred;
- Excellent customer service skills;
- Friendly, dependable, cooperative attitude, and hardworking;
- Able to work with students, faculty, and staff;
- Ability to communicate and maintain harmonious working relationships;
- Knowledge and experience using Microsoft Office;
- Able to work under pressure, detail oriented, and organized;
- Able to multi-task and handle tight timelines and details;
- Able to structure work assignments to produce maximum quality and quantity with minimum supervision;
- Dedication to the mission of the College and TRIO program;
- Knowledge of College operations, procedures, and software preferred.

**Preferred Education, Skills and Abilities:**

- Master’s degree in psychology, social work, or counseling;
- Fluency in written and spoken Spanish;
- Teaching experience at the High School and/or College level;
- Experience overcoming barriers similar to those faced by the target population.

**Work Environment:**

- Position operates in field and climate controlled environment, office at Galveston College;
- 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;
- Ability to travel as required for workshops and conferences;
- 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? \_\_\_\_\_

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Signature

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Date