

TITLE: STEM Student Support Services Advisor

DEPARTMENT/DIVISION: TRIO Programs

REPORTS TO: Student Support Services/STEM Student Support Services Director

CLASSIFICATION: Professional Staff (Full-Time)

POSITION SUMMARY

The Advisor's responsibilities include assisting with the identification and selection of participants, assessing individual participant need, and providing required services to participants. Advisors conduct monthly workshops, escort students on academic, cultural and college exploration field trips, and provide financial aid and college application workshops and/or assistance. The Advisor will be expected to perform all job responsibilities with minimum supervision. Services provided by the Advisor in cooperation with other staff members must be of sufficient quantity and quality to ensure all project objectives are met.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handle confidential information with tact and discretion. The Advisor is responsible for maintaining documentation of participant eligibility, need for project services, services provided, academic progress of individual students and other information required for measuring individual participant and project outcomes.
- Represent Seminole State College and the TRIO Programs in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- Uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Performs job utilizing SSC's C.O.R.E Four: Compassion, Opportunity, Respect, and Excellence.
- Initiate and maintain positive contacts with appropriate SSC employees and organizations to establish a network for referrals and access to services for participants.
- Recruit eligible participants and assess academic need.
- Maintain accurate records (hard copy and electronic) related to documentation of individual participant eligibility, need for project services, services provided, and participant progress, which are required for submission of the Annual Performance Report to the Department of Education.
- Assist the Director with hiring, training, and supervising tutors for participants.
- Plan, schedule and escort participants on visits to postsecondary institutions and cultural events.
- Conduct academic, study skills, career selection, financial literacy, and personal growth workshops with participants.
- Assist participants with applying for financial aid, completing enrollment at SSC, transferring to four-year universities, attaining financial literacy, and understanding the intricacies of college navigation.
- Provide individual academic guidance and counseling leading to graduation and transfer to a four-year university.

- Attend STEM SSS staff meetings, professional meetings, financial aid workshops, and trainings as assigned by the SSS/STEM SSS Director.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Some overnight and weekend travel is required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** A master's degree in education, counseling, or a related field is strongly preferred. Bachelor's degree required. Preference given to those who have experience working with disadvantaged students and to applicants who have overcome backgrounds similar to the target population. Any candidate hired without a master's degree will be required to complete a master's degree within three years of the hire date.
- **Skills:** Possess strong organizational, time management, and human relations skills, demonstrated presentation skills, and excellent written communication skills. Experience with word processing, spreadsheets, and software for creating flyers, brochures, newsletters, etc.
- **Abilities:** Position may require long hours during peak reporting times.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **June 25, 2021** are assured of receiving full consideration. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. Employment is subject to successful completion of a background check.

To apply, please send letter of application, resumé, copies of all academic transcripts, and the name and phone numbers for three professional references to:

E-Mail: hr@sscok.edu

and/or

Mail: Seminole State College

ATTN: Human Resources

P.O. Box 351

Seminole, OK 74818

*SSC is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted May 25, 2022