

TITLE: STEM Student Support Services Advisor

DEPARTMENT/DIVISION: TRIO Programs

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

CLASSIFICATION: Professional (full-time)

SALARY: \$37,500 - \$39,500, based on education and experience

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 enrichment 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. Interact 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.
- 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 academic enrichment 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 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

- 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 like the target population.
- **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.

Application review will begin immediately; however, only candidates whose applications are received by **October 2, 2025** are assured of receiving full consideration. Salary is \$37,500 - \$39,500, based on 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 contractual salary. Employment is subject to successful completion of background check. *This position is contingent upon the budget.*

To apply, please send letter of application, resume, 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 participates in E-verify.

Posted September 18, 2025