



VERMONT STATE COLLEGES

Job Description Classification

**STUDENT SUCCESS SPECIALIST/LSC  
VSC UP PAT BARGAINING UNIT**

**GRADE 11  
EXEMPT**

### **BASIC FUNCTION**

Provide specialized support for students identified as high-risk and eligible for the Gateway program including: assessment, development of support plans, counseling and instruction.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Build and maintain an early alert system for special needs students. Track the progress of high-risk students and providing intervention in response to poor academic progress.
- Meet individually with students throughout their first year at the College.
- Recognize the signs of a struggling student; suggest resources and develop intervention plans to assist the student, making referrals to Health and Counseling staff when appropriate.
- Plan and implement study skills workshops including note-taking, reading comprehension and test taking.
- Troubleshoot registration, billing and financial aid issues that may arise for students.
- Assist with the planning and implementation of the SOAR and Orientation programs, specifically developing presentations and/or activities for the Gateway students.
- Work collaboratively with Academic Support, Health and Counseling Services, and First Year Experience to develop and implement student success initiatives.
- Serve as a member of key campus committees related to student success including the Red Flag Committee.

### **SUPERVISION RECEIVED**

Direct supervision is received from the Dean of Academic and Student Affairs.

### **SUPERVISION EXERCISED**

None.

### **MINIMUM QUALIFICATIONS**

Bachelor' degree in Education, Human Services or related field with one to two years of experience working one-on-one with students or a combination of education and experience from which comparable knowledge and skills are acquired.

- Demonstrated ability to understand the psychological and cultural characteristics of educationally disadvantaged students.

- Excellent counseling skills.
- Good basic administrative and supervisory skills.
- Ability to deal effectively with other college personnel, as well as parents and service providers in carrying out the various coordinating, liaison and advocacy aspects of the job.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications of individual positions assigned to the classification.**