



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.