



## Job Classification Description

**TRIO CAREER/TRANSFER COUNSELOR/VTC  
VSC UP PAT BARGAINING UNIT**

**GRADE 11  
EXEMPT**

### **BASIC FUNCTION**

To provide transfer counseling and other support services to TRIO Program students continuing their education beyond a Certificate or Associate degree; to provide career preparation assistance, academic and financial counseling, and financial literacy information to TRIO students.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Facilitate and encourage eligible students to take the necessary steps to prepare for and transfer to four-year programs.
- Serve as the liaison between the student and support staff at the receiving institution.
- Advise program students on a wide range of academic matters.
- Provide career counseling services to students, ensuring that students identify feasible educational goals based on career objectives.
- Provide TRIO students with job search assistance: resume writing, interview preparation, etc.
- Develop and help maintain “mentor relationships” with students and graduates.
- Plan and/or participate in cultural enrichment and student development activities, including career and cultural field trips for TRIO students, and encourage student community service activities.
- Maintain appropriate records on all activities and develop reports as required.
- Confer regularly with program director, other College personnel and individuals outside the College, including parents, as needed.
- Provide financial counseling and information, and seek and administer supplemental funding for TRIO students.
- Perform other related duties.

### **SUPERVISION RECEIVED**

General supervision is received from the Director of TRIO.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in counseling, psychology, or student personnel services, with a master's degree preferred, plus one to two years of student personnel services experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Familiarity with operation of student support services programs.
- Demonstrated ability to understand the psychological and cultural characteristics of low income and educationally disadvantaged students, particularly from rural environments.
- Excellent counseling skills.
- Good basic administrative 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.**