

Southwest Texas Junior College

Employment Opportunity 2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.7340 Fax
Human Resources Employment: www.swtjc.edu

Title: Academic Advisor – TRIO Student Support Services

Job # 171819710101

Campus: Uvalde

Closing Date: Until Filled

Description of Job Duties: The Advisor is responsible for evaluation and assessment of academic, social, career and personal needs of students. Recruits students for the program. Provides academic and educational services to participants by reviewing degree plans and registering participants according to declared majors. Assists program participants with transfer counseling by providing insight on course selection as applied to transfer plans from four year institutions. Delivers financial aid counseling. Develops and maintains documentation of student profiles. Schedules and conducts counseling sessions as well as advising/mentoring diverse populations including traditional and non-traditional students. Collaborates with project director and other SSS staff to organize and execute workshops and campus tours; this includes out-of-town travel duties that may occur outside of regular working hours (must be able to drive a club van). Maintains documentation and records of communications with students via Blumen and Estudios. Contributes to the overall success of students, the TRIO-Student Support Services program, the Department of Student Engagement and Success, and the College. Performs other duties as assigned.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Develops applications and student intake forms used in evaluation and assessment of students' career, academic, and personal needs.
2. Provides personal, career, financial, and academic guidance and counseling to program participants.
3. Provides assessment of students' needs and coordinates development plans.
4. Assists with the development of seminars, workshops, and group counseling activities for the project.
5. Maintains individual student files.
6. Assists with academic, educational, and transfer activities to include out-of-town travel occurring outside of regular working hours (must be able to drive a club van).
7. Travels weekly to other sites (Del Rio, Eagle Pass, Crystal City, etc.) to conduct recruiting and advising services for the project.
8. Performs other tasks as delegated by project director and director of Student Engagement and Success.

Salary: Commensurate with education and experience; 12 month grant funded position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

Education: Master's degree required.

Experience & Training: Previous experience working with diverse, high-risk, under-represented and/or low-income population. Must demonstrate experience, commitment to, and sensitivity for addressing the needs economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.

Submit Application To: Human Resources Coordinator (2401 Garner Field Road, Uvalde TX 78801). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts. All applications and supporting documents become the property of SWTJC.

NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution