



JOB TITLE: STUDENT SERVICES ADVISOR

Classification: Classified
Salary Range: 35

Retirement Type: PERS*
Board Approved: December 18, 2000

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible duties involving direct and purposeful contact with students in an assigned area such as career or education planning, job placement, financial aid, admissions and records or EOP&S; provide specialized advisement and other services to individual students in assigned specialty area.

REPRESENTATIVE DUTIES:

Provide specialized advisement and paraprofessional services to students in specialty field such as career or education planning, job placement, admissions and records, Financial Aid, Extended Opportunities and Services (EOP&S) or other assigned area.

Interview individual students to determine program eligibility and obtain information required to develop student educational, financial and career plans.

Analyze student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.

Select, administer, score and interpret tests and assessment instruments; analyze alternative courses of action and assist students in developing appropriate plans.

Communicate with academic counselors, District personnel, business leaders, social service agencies, community resources, educational institutions and others to coordinate activities, exchange information and refer students for further assistance.

Maintain current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty area.

Develop forms, handbooks, manuals and other written materials to facilitate student advisement.

Plan, develop and conduct workshops to provide students with specialized assistance and information in assigned area.

Train and provide work direction to assigned personnel and student assistants; recruit and select hourly employees as needed.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination of equivalent to: two years of college course work in Social Sciences and Human Service and three years of increasingly responsible experience in a student services or related field.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Specialized functions, operation and activities in an assigned student advisement area.

Interview techniques.

District services and community resources available to students.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies and objectives.

Technical aspects of field of specialty.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures, and equipment.

Abilities/Skills:

Provide specialized paraprofessional duties and advisement to students in a specialty field.

Assess student needs and interests and develop viable plans and alternatives.

Interview students to determine program eligibility and obtain relevant data.

Plan, develop and conduct informational workshops.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Analyze situations accurately and adopt an effective course of action.

Work confidentially with discretion.

Maintain records and prepare records.

WORKING CONDITIONS:

Typical office setting.

Extensive computer work.

Long periods of standing and sitting.

Direct contact with students with various health conditions (AIDS, HIV, Hepatitis, etc.)

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.