

TRANSFER COUNSELOR, STUDENT SUPPORT SERVICES

GENERAL STATEMENT:

Provide personal, career, financial, and academic counseling to low-income, first-generation, minority, returning adult, and individuals with disabilities; assess their needs and provide supportive services to meet those needs.

REPORTS TO:

Director of Student Support Services

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Earned Master's degree in Counseling/Guidance or related field.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Knowledge of counseling processes and techniques; Must possess personal characteristics of the type that will allow him/her to related to student support services participants in a supportive role; Work with multi-ethnic and/or economically disadvantaged is required; Previous TRIO experience preferred.

OTHER:

Visitation to local four-year colleges at night and on weekends with program students.

Note: This is a full-time, 10-month external grant funded position with full benefit; Continuation of this position requires additional funding after the current grant expires.

DUTIES AND RESPONSIBILITIES:

- Assist director in administering a comprehensive needs analysis to each project participant.
- Assist in the selection process of the participants for the project.
- Assist project participants with applications for enrollment in a four-year university.
- Assist project participants in securing college catalogs.
- Responsible for contacting all returning student support services members at the beginning of the Spring and Fall semesters. Letters of welcome should also include services offered with an invitation to come if assistance is required.
- Identify and develop means of communication with those student support services members who are currently on scholastic probation, scholastic suspension, and double suspension.
- Identify and develop means of communication with those student support services members who are currently on president's list and honor's list for the purpose of utilizing services and possible recruitment as peer tutors.
- Responsible for contacting student support services members who have signed contracts to receive tutoring but do not attend. Utilize telephone, counseling sessions, written communication, etc., to reach students. List may be obtained from tutor coordinator.
- Responsible for keeping open line of communication, i.e., teaching faculty, students who are student support services members, coaches who have student athletes that are student support services members.

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- Maintain active database for non-active student support services members. List should be double-checked to insure accuracy. Some ex-members may re-enter. If so, these members need to be deleted from non-active (ex-member database file). See tutor coordinator.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- Requires visitation to local four-year colleges at night and on weekends with program students.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 12/05/96

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