



# Trinity Valley Community College

## Job Description

### Technical Workforce Support Advisor

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#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Provide workforce advisement, career choices, pathways and success strategies for new and current students. Will also assist workforce faculty in instructional design. This is a grant funded position and continued employment is contingent on grant funding.

#### **REPORTS TO:**

Associate Vice President, Workforce Education

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Bachelor's degree

##### **PREFERRED:**

Master's degree

##### **EXPERIENCE REQUIRED:**

Two (2) years' experience with teaching, educational leadership and/or student advising and instructional design.

##### **PREFERRED:**

Four (4) years' experience with teaching, educational leadership and/or student advising and instructional design.

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                | • Basic Math                         |
| • Computer software proficiency – Microsoft Office | • Attention to detail                |
| • Operating equipment – office or otherwise        | • Time management                    |
| • Written and oral communication                   | • Organize and plan work             |
| • Interpersonal and/or customer service skills     | • Operational systems and procedures |
| • Public Speaking/Presenting                       | • Advertising/Marketing Practices    |
|  | • Analyze situations and problems    |
|  | • Critical thinking                  |

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

#### **RESPONSIBILITIES:**

- Assist workforce students in planning educational pathways compatible with their needs, interests and ability.
- Advise workforce students with course selection and recommend program modifications.



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- Advise students on policies relating to class attendance, academic loads, conduct and scholastic standards.
- Create processes that will connect students with prospective employers and/or transfer institutions.
- Administer Career Coach and interpret results.
- Design career advisement models that will help students identify their career goals early in their higher education process and promote success and retention.
- Work with all student orientation programs.
- Organize, implement and evaluate courses and pathways to improve workforce curriculum for students.
- Train advisors on the appropriate career advisement methods (Career Coach and GradCast) for ensuring students identify their chosen career early in the process and are placed on the right pathway to success in that career.
- Coordinate career assessment questionnaires for students to determine career path/job interest.
- Prepare students for career search efforts, resume building skills, interview skills, and connect them with related resources.
- Maintain records on all students.
- Liaison for the placement service (GradCast) responsible for completing a form indicating Certificate and AAS degree workforce graduates upon graduation (Fall, Spring and Summer) and in the workforce capstone courses. Complete periodic reports that show Workforce graduate placement rates.
- Develop knowledge of various characteristics of “non-traditional” and “special population” students and link their needs to the education, training and support services and programs of TVCC.
- Collaborate with the TVCC Workforce Education division and other college staff to develop support services, research tools and evaluation models in order to meet state and federal program and reporting requirements.
- Attend assigned and/or selected workshops and conventions throughout the year.
- Serve as a member of selected committees.
- Other duties assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- |                                     |                           |
|-------------------------------------|---------------------------|
| • Standard office equipment         | • Multi-line phone system |
| • Personal computer and peripherals | • Copier                  |
| • Calculator                        | • Fax machine             |
| • Instructional Equipment           |                           |

##### PHYSICAL DEMANDS:

- Requires reaching, standing, walking, finger dexterity, talking, seeing, repetitive motions, and computer work

##### MENTAL DEMANDS:

- Emotional control under more than 50% of the time
- Frequent interruptions 25-50% of the time

##### OTHER DEMANDS:

None



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*The above job description has been reviewed with the employee. It was 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:*

*Revised: 10/14/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1807
<b>DBM:</b>	B	<b>Travel Required:</b>	Less than 25% of the time
<b>IPEDS/SOC CODE:</b>	43-9199	<b>Employment Status:</b>	Full-Time
<b>Salary Grade:</b>	175	<b>Length:</b>	12 Months (Grant Funded)
<b>FUND:</b>	200	<b>TRS POS. CODE</b>	TRS 03