

Specialist, Special Populations

FLSA Status: Exempt

Pay Grade: 16

Job Title ID: 12206

Job Series/Job Family: Student Support & Success Series / Special Populations Family

Reports To

Director, Special Populations

Job Purpose

To advise and assist academically and/or economically disadvantaged students needing assistance and support to succeed in an academic setting and improve future employability options.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides counseling for individuals and groups, including career and educational planning, decision-making, values clarification, and understanding and overcoming barriers to academic success.
2. Provides academic counseling and advising, including course selection, degree planning, review of transfer information, and determination of ultimate employment objectives.
3. Analyzes information about individuals through interviews, assessments, and records to appraise their interests, abilities, and potential barriers to academic success.
4. Conducts on-going contact and follow-up with students, and coordinates referrals to college and community services as needed.
5. Determines eligibility for special assistance programs offered by the college.
6. Selects and recommends textbooks to be purchased for the Lending Library.
7. Assists with college-related community outreach, networking, and recruiting students.
8. Participates in program planning, development, and documentation.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- College admissions requirements, programs, and courses.
- Standardized testing procedures and assessment techniques.
- Multicultural education programs and systems.
- Program strategies to support student success of Special Populations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skill, including attention to detail and follow through.
- Effectively working with a diverse student population.
- Counseling and advising students on program guidelines and requirements.

- Assessing student needs and providing appropriate resources and/or referrals.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- One year work experience in related field.

Preferred

- More than one year case management work experience with academically and/or economically disadvantaged and/or diverse student population in a higher education environment.

Education

Required

- Master's degree in related field.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.