



POSITION TITLE: TRiO Transfer Coordinator and Advisor

POSITION STATUS: TRiO Grant

REPORTS TO: Director of TRIO – Student Support Services

SUPERVISES: Work study

CAMPUS: Trinidad Campus

POSITION SUMMARY:

This is an exempt position reports to the Director of TRIO - Student Support Services. The position is responsible for advising and TRiO support on the Trinidad Campus. Advising and TRiO support assists all aspects of the Student Support Services Grant to support grant goals and reporting requirements. The position may work directly with students, faculty and staff to support student success. This position supports extended hours in the Student Success Center during the academic year. Typically this supports the facility operations through evening hours three days per week.

Duties and Responsibilities:

- Assist students with all aspects of transferring from TSJC and continuing their education.
- Keep up to date contact information on transfer/admissions counselors at potential transfer institutions.
- Host visiting representatives and planning the proper accommodations to maximum exposure to students
- Host and organize transfer events such as fairs and campus visits.
- Plan and carry out visits to 4 year colleges.
- Maintain tutoring resource library to include in house textbook and equipment loan program.
- Work closely with the Testing Coordinator on the Trinidad Campus. Provides proctoring and back up support. Maintain testing certification with College Board. Support placement testing in high schools.
- Input student record data into SSS database and regularly reconcile records against institutional records (BANNER) as needed.
- Assist with data collection, entry, and submission for project Annual Performance Report as requested by the Program Director.
- Submit periodic reports on to the Project Director. This would include analysis of program participation, advising appointments, TRiO vs. non-TRiO students served, total number of students served and related reports as requested by the Program Director
- Assist Program Director in meeting the goals and objectives of the TRIO - SSS grant.
- Assist and participate with other program planning and activities as needed.

- Assist with an outreach college visitation program for SSS participants.
- Maintain time and effort reports that reflect SSS duties.
- Provide a safe and supportive atmosphere that is student-centered, grounded in customer service.
- Advise and register new students. Schedule and advise continuing students including online students.
- Utilize EAB to report advising appointments.
- Support and cross train coverage for the welcome desk.
- Utilize BANNER, Navigate, Student Access, Degreeworks and related tools to support students.
- Train students in software tools including Portal, Navigate, Degreeworks, etc.
- Support student retention by connecting students with resources on and off campus.
- Provide excellent customer service and maintain professionalism with students, colleagues and the campus community.
- Support at-risk, disadvantaged and non-traditional students at a high level.
- Scan and maintain records in Banner.
- Serve as a Campus Security Authority (CSA).
- Other duties as assigned by supervisor

POSITION QUALIFICATIONS

REQUIRED:

- Bachelors' Degree from an accredited institution
- Ability to prioritize and execute a wide range of projects simultaneously.
- Ability to attain testing credentials required to oversee tests.
- Strong verbal and written skills.
- Strong computer literacy and ability to learn new programs
- Ability to work with persons from low-income and educationally disadvantaged backgrounds, and students with disabilities. Experience in working with Hispanic populations.
- Ability to work harmoniously and cooperatively with colleagues, faculty and staff.
- Strong organizational skills and ability to work with minimal supervision.
- Demonstrated skill in record-keeping, filing, and communications.
- Demonstrated ability to maintain confidentiality concerning candidate, student information, computer software, and program files.
- A strong commitment and positive attitude toward the educational role of the community college.

PREFERRED:

- Experience working with disadvantaged and traditionally under-represented populations in higher education
- INB (Internet Native Banner) Software experience
- Experience advising students in a higher education setting
- Experience advising under-represented student populations highly desired

- Background similar to SSS participants is preferred
- Bilingual (Spanish/English) preferred

SPECIAL REQUIREMENTS:

The successful candidate must be willing and able to work a flexible schedule during peak times of the academic year.

The successful candidate must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire. Other requirements:

- Total hours per week needed may vary during higher and lower traffic times during the year.
- Occasional early mornings, evenings and Saturdays may be required.
- Reliable transportation.
- Physical requirements include the ability to run errands on campus and locally.
- Successful candidate must submit to and successfully pass a post-offer pre-employment background check as a condition of hire.

Work is generally performed in an office environment, but working with a student centered grant may require attending trainings, transporting students and attending cultural events during non-work hours.

Must also be able to lift boxes of items up to 30 pounds, move tables, chairs, and other furniture. Requires a valid driver's license and ability to meet campus requirements to drive campus vehicles, in order to transport students and other items. Must be able to work evenings and weekends, including times when the College is closed; this includes the ability to travel and work during inclement weather or other exceptional conditions. .

SALARY

Salary is \$33,664 based on a full-time twelve-month appointment and based on successful candidate qualifications and experience. Excellent benefit package including retirement and health insurance is available.

Application Instructions

For consideration, an applicant must submit the following by the closing date:

- A letter addressing the professional qualifications listed in the position description;
- A current resume;
- Transcripts (of highest education attained; unofficial are sufficient); and
- Three (3) current references. Include addresses and telephone number contact information.

Closing

Closing date for receipt and consideration of candidates is July 26, 2019 at 5:00 p.m.

Incomplete applicant files may not be considered. Screening of applications to begin immediately.

Proposed starting date: ASAP

SUBMIT ABOVE APPLICATION MATERIALS TO

TSJC Search Committee, Recruiting and Admissions Specialist

ATTN: Human Resources

600 Prospect Street

Trinidad, CO 81082

(719) 846-5534

Email: lorrie.velasquez@trinidadstate.edu

Fax: (719) 846-5064 (direct fax, does not require cover sheet)

Inquiries

Lorrie Velasquez, Human Resources – (800) 621-8752, ext. 5534 or (719) 846-5534

Kerry Gabrielson, Vice President, Student Services – (800) 621-8752, ext. 5643 or (719) 846-5643

NOTICE OF NON-DISCRIMINATION

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Trinidad State Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in its education programs and activities.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5534. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

CAMPUS SECURITY

This position has been identified by the U.S. Department of Education as a Campus Security Authority. As a Campus Security Authority the incumbent in this position is required to report all crimes that they become aware of to the Vice President of Student Affairs, Dean of Students or Human Resources Department at Trinidad State Junior College.

This position must report all incidents, whether directly or indirectly, that you become aware regarding Civil Rights, which includes all sexual misconduct incidences, to the Equal

Opportunity/Title IX Coordinator for the College.

This position is responsible for development of student training and awareness programming in campus housing regarding unlawful discrimination and harassment prevention, which includes sexual misconduct, in collaboration with the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of primary prevention and awareness programs in campus housing for incoming students as well as ongoing prevention and awareness campaigns pursuant to the Violence Against Women Reauthorization Act on dating and domestic violence, sexual assault, and stalking, in collaboration with College staff responsible with overseeing Clery Act compliance.

NOTICE TO ALL APPLICANTS

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

ABOUT TRINIDAD STATE JUNIOR COLLEGE

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at: <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report please contact 719-846-5618

ABOUT TRINIDAD, COLORADO

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pinon-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Recreation parks for camping and fishing are nearby. Trinidad's nine-hole golf course is one of the best in the state. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

For more information about Trinidad State Junior College or the Trinidad and Las Animas County, Colorado, area – please visit the following websites:

- www.trinidadstate.edu
- www.historictrinidad.com
- www.trinidadchamber.com

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report, please contact 719-846-5618

TSJC MISSION STATEMENT

Enrich our diverse communities through qualify educational experiences and lifelong learning.