



POSITION TITLE: Retention and TRiO Project Advisor – Student Support Services

POSITION #: 200555

POSITION STATUS: Exempt

FLSA STATUS: Exempt

REPORTS TO: Director of Student Support Services – Valley Campus

SUPERVISES: N/A

CAMPUS: Alamosa

The TRiO Student Support Services (SSS) Retention and TRiO Project Advisor is focused on retaining program participants through good academic standing, graduation and transfer, and improving student academic performance by providing resources and support to overcome barriers to academic success. The position provides: counsel for students from low-income backgrounds; discussion with families without college experience; and/or students with disabilities. Position will advise a case load of over 120 students that will be tracked, advised, and assisted to ensure attainment of their educational goals. The Retention Specialist serves as primary contact for new program participants. The SSS Retention Specialist shall:

Responsibilities include, but are not limited to, the following:

- Deliver academic advisement and retention of SSS participants to include monitoring student progress, needs assessment and goal setting
- Provide career, financial aid, and transfer counseling to students enrolled in the program
- Work with the Director to recruit, interview, evaluate and select students for the SSS Program
- Assess the needs of SSS participants and design individual education plans
- Assist in registration of new and continuing students.
- Monitor the academic progress and grades of SSS participants. Track student academic progress and advise of resources available when students are not meeting academic goals
- Maintain documentation and records in BANNER, NAVIGATE and Student Access Database.
- Provide workshops, seminars and needs assessments to determine the student's strengths and weaknesses.
- Plan and organize educational and cultural events for program participants
- Coordinate a yearly financial aid renewal workshop
- Consult with faculty, Financial Aid, Admissions, SSS staff and Counseling on behalf of project participants
- Coordinate SSS orientation for new and returning participants
- Participate in college committees, activities as assigned, professional organizations (ASPIRE) and with the TSC Trinidad Campus TRiO communities
- Contribute to the Annual Performance Report (APR) presented to the Department of Education on student success, persistence, retention and graduation goals.
- Submit periodic reports on APR Data to the Project Director.
- Train students in the use of tools including Portal, Navigate, Degree Works, Brainfuse, etc.
- Serve as Campus Security Authority (CSA)
- Position requires some travel and evening/weekend work
- Other duties as assigned to support the grant and Trinidad State College

Required Position Qualifications:

- Bachelor's degree from an accredited institution and one year working with disadvantaged students.
- Superior oral/written communication skills and excellent organizational skills required.
- Ability to learn and master several software programs including Student Access, EAB Navigate and Banner.
- Initiative to create, prioritize, execute and carry-forward projects that support the retention, completion and transfer goals of the grant.
- Strong computer literacy and proficiency in Microsoft's Office Suite.
- Independent learner with experience as a member of a collaborative team.
- Strong interpersonal skills and an ability to successfully relate to diverse students.
- Experience in educational setting, knowledge of the higher education system, financial aid and student retention programs.

Special Requirements:

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

Salary:

Salary is \$38,000 - \$42,000 based on experience. This position is a full-time, twelve-month appointment with a full benefit package including health, dental, vision, and retirement.

Application Instructions

- A letter addressing the professional qualifications listed in the position description;
- A current curriculum vitae;
- Transcripts (of highest education attained; unofficial transcripts are acceptable until offer of employment is accepted); and
- The names and telephone numbers of at least three (3) references from persons in a position to evaluate the applicant's expertise as it relates to the position requirements.

IMPORTANT NOTE:

Travel and/or relocation expenses are the responsibility of the candidate and are not reimbursed by the College.

CLOSING DATE: Application screening will begin immediately and only the most qualified candidates will receive further consideration. This position will remain open until filled.

SUBMIT ABOVE APPLICATION MATERIALS TO

TSC Search Committee, Retention and Life Coach Project Advisor – Student Support Services

ATTN: Human Resources

600 Prospect Street

Trinidad, CO 81082

Email: yvette.atencio@trinidadstate.edu

Fax: (719) 846-5067 (direct fax, does not require cover sheet)

Notice of Non-Discrimination

Trinidad State 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 or 4-120. Individuals

affiliated with the College shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as “civil rights laws”), including protections against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities.

The Board recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the workforce. The Board also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

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 College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5538. 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.

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 College

Trinidad State 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 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 more information about Trinidad State College or the College’s service area, please visit us online at www.trinidadstate.edu.

Trinidad State College, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), has compiled a comprehensive Campus Security Report. This report includes information about crime statistics from the previous three years, campus security policies as well as prevention programs. Published annually, this report can be found on the Trinidad State Junior College web site at: <http://www.trinidadstate.edu/security/index.html>. A paper copy is also available upon request by calling 719-846-5618.

TSC Mission Statement

Enriching our diverse communities by providing quality educational experiences and promoting lifelong learning.