

HSU Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: TRIO-SSS Advisor

Wage: \$20.27 per hour.

Hours: Full-Time (40 hours per week), Non-Exempt, 12-month position.

Duration: This is a temporary appointment with an anticipated start date of December 1, 2021. The position is renewed at the beginning of each grant year, contingent on continued funding and positive work performance. The SSS grant is funded on a 5-year cycle, with subsequent years dependent on re-authorization of funding by the Department of Education. The SSS program at HSU has been in continuous operation since the inception of the program in 1972. The 2021-22 academic year is the second year in the 5-year cycle.

Project Name: TRiO Student Support Services 2020-25 **F3188**

Supervisor: Dan Saveliff, Director of EOP/Student Support Services

Position summary: Under the general supervision of the Director of the Student Support Services Program (SSS), the incumbent is responsible for a variety of work assignments and duties and works with minimal supervision to carry out work without specific daily assignments. Position responsibilities include counseling and advising nontraditional students (low income, first generation, ethnic minority and other students with special needs) who are eligible for SSS, assessing the need for academic support services, providing direct service to students in individual and group settings, and monitoring the progress of an assigned caseload of students. The incumbent works closely with faculty and other university offices in order to accomplish program goals.

Essential job functions: Utilizes basic counseling techniques to provide advisement to students who need financial, career, academic and personal counseling services. Assists students in choosing, pursuing or adjusting to suitable educational and vocational goals. Provides detailed information on academic policies and regulations, general education requirements, graduation requirements, and academic support services. Assesses eligibility of entering students for program services and provides information on eligibility requirements.

Assesses and adapts services or programs to the needs of academically and culturally diverse students. Interprets and applies state and federal program regulations in providing appropriate services.

Provides advising to an assigned caseload of program students:

Provides academic advising, designed to assist students who may be academically underprepared to meet general education and/or major requirements. Assists with major selection, registration, course scheduling, academic progress requirements; provides information on university regulations, procedures, and deadline dates. Interprets and utilizes university, CSU and national admissions and placement test scores and academic records in the advising process and in helping students alleviate skill deficiencies; provides follow-up with students on academic probation and those not meeting academic progress requirements.

Provides personal advising to assist students in finding alternatives to deal with family and personal problems, loneliness, cultural isolation and transitional academic adjustment. Provides basic crisis intervention and makes appropriate referrals when appropriate.

Provides career and employment referral for part-time, summer and/or permanent employment and provides assistance with career decision making; helps students apply and gain admission to graduate and professional programs.

Offers financial aid advising, including assistance with application forms, financial planning and budgeting, and assistance in meeting academic progress requirements for various student aid programs. Also assists students who have not met financial aid progress requirements to resolve deficiencies and maintain aid eligibility. Provides information regarding a wide range of federal and state aid regulations regarding application and eligibility.

Provides housing assistance, information on cultural and social activities, health and legal referrals, and referrals to other campus and community departments and agencies.

Provides orientation for new students and gives information on program regulations and services and general information about the university and community in addition to the services detailed above.

Maintains complete and accurate records on students served and specific services or referrals provided and reports this information as needed. Maintains records on student academic progress and persistence and conducts regular needs assessment of all assigned students.

Acts as an advocate for non-traditional students where typical guidelines and solutions are not available or are not adequate; meets with individuals or groups to define areas of concern and plan appropriate actions. Assesses student needs, identifies problems typical of groups of students, identifies institutional barriers and designs appropriate interventions and solutions; helps determine campus services and resources to be provided to individuals or groups of students.

Provides ongoing assessment of the needs of program students. When needs are identified, develops and offers special workshops or support sessions to meet specific needs. When appropriate, collaborates with other student service or academic programs and offices to develop, provide, and/or modify services.

Programming Support

Participates in planning and training of Resident Mentors for the EOP Summer Bridge Program.

Participates in planning, development, and facilitation of activities and curriculum related to new student orientations and other transition services for new program students.

Participates in planning, training, and guiding of services delivered by Peer Mentors and/or Peer Advisors. Services may include intensive focus on one or more of the following: 1) coaching of academic engagement and behavioral strategies, 2) guidance in academic planning, 3) navigation to graduation, 4) coaching towards gaining experiential opportunities through employment, internship, research, or other hands-on career/discipline related opportunities.

Participates in presentations for and assessment of students enrolled in EOP/SSS "Bridge" programs.

Other Duties

Participates in various program social, cultural and educational activities designed to improve student performance and persistence.

Other duties as assigned.

Minimum Qualifications: Graduation from a four-year college or university, or the equivalent. Degree in a field related to the behavioral sciences or another job related field, or specialized training related to working with the target population. One year of experience in academic advisement or mentoring at the professional or paraprofessional level with low-income, first-generation and/or underrepresented students is required.

D. Knowledge, special skills and abilities required:

Must demonstrate ability to learn principles and practices of academic and financial aid advising. Must have general knowledge of university services and other resources, especially those frequently utilized by the target population. Must demonstrate ability to interpret and apply regulations, policies and procedures; must be able to communicate effectively with a diverse population both verbally and in writing. Must demonstrate knowledge and familiarity with issues of concern facing program students, which can negatively impact college persistence and graduation. Additional consideration is given to applicants who have overcome barriers similar to those confronting program participants.

Application Instructions: To apply submit 1) a resume, 2) cover letter, 3) three professional references along with 4) the [HSU SPF Employee Information Form for Applicants](#) to Jasmine.Nunley@humboldt.edu.

If you have any questions regarding this position, please call the EOP/Student Support Services Office at 707-826-4781.

Application Deadline: Initial review begins November 5, 2021; position will remain open until filled.

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the HSU Human Resources website at <http://www.humboldt.edu/hsuhr>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.