

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description GR10**

**NAME:** \_\_\_\_\_ **JOB TITLE:** TRiO Advisor/Transfer Coordinator

**DIVISION/DEPARTMENT:** Student Services

**RESPONSIBLE TO:** Director of TRiO

**MONTHS PER YEAR:** 10 **HOURS PER WEEK:** Exempt **UPDATE:** 04/18

**CREDENTIALS/QUALIFICATIONS:**

Bachelor's degree required, masters preferred in education, psychology, social work, or a related field. Previous adolescent or adult level advising or equivalent preferred.

Demonstrated sensitivity and experience working with students and /or individuals from diverse social, economic, ethnic, academic, and cultural backgrounds similar to that of SSS participants. Ability to motivate SSS eligible students to pursue four-year degrees. Instructional or counseling experience with persons from disadvantaged backgrounds. Meticulous reporting and good communications skills, both oral and written.

**JOB PURPOSE:**

This position is responsible for direct service to low-income and first generation to college students. Serving as an integral member of the Student Success team.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Provide academic, career, transfer, financial and personal advising, encouraging participants to attend the culturally and educationally enriching activities of the program.
- Conduct personal interviews with students; develop success plans with students that create strategies to guide them towards graduation and transfer to a four-year college.
- Use assessment tools to help students identify interests, their areas of strengths and weaknesses for career exploration, academic coaching and retention purposes.
- Serve as FSCC Academic Advisor for assigned TRiO students; maintain contact log; complete requisite documentation and provide required data to Database Manager in a timely manner.
- Monitor students through on-going outreach and intrusive advising - sustaining systematic and frequent contact with advisees and make appropriate referrals and interventions as needed.
- Assist students with course selection, scheduling, degree planning, financial aid, degree audits, financial literacy, career exploration, academic success, scholarship applications, graduation requirements, application waivers and applications to four-year institutions.
- Establish and maintain good working relationships with FSCC faculty, staff and community.
- Refer participants to appropriate campus and community resources, as needed.
- Work with TRiO Team to plan and carryout Orientation, Special Functions, Recruitment, Cultural events, Campus Tours – actively interacting and participating with students on trips.
- Develop, lead and/or facilitate workshops and recruiting events.
- Responsible for Transfer Initiative component of the SSS project, understanding articulations with area four-year schools in order to guide participants in preparation for transfer.

- Motivate SSS eligible students to complete Associate's Degree and pursue four-year degrees.
- Track students' transfers, utilizing Student Clearinghouse.
- Inform local communities of the SSS program, including meetings, presentations, articles, activity calendars, events, posters, brochures, newsletters and reports designed to inform others about the SSS program and generate referrals of students to the program.
- Attend professional development as required by the grant and/or college.
- Assume related duties and responsibilities as assigned.

Employee: \_\_\_\_\_  
**Signature**

Date: \_\_\_\_\_

**All job descriptions are subject to revision based on changing needs of the college.**