

# Southeast Technical Institute

Sioux Falls School District 49-5

## JOB DESCRIPTION

### Career Services Coordinator- Student Success Advisor

<b>Department:</b>	Enrollment Management/Student Success	<b>Job Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	Director of Student Success
<b>Grade/Level:</b>	12 Month Employment Contract Group; Southeast Technical Institute Employment Contract Group Salary Schedule: Level I	<b>Amount of Travel Required:</b>	As needed.
<b>Work Schedule:</b>	12 Month Work Schedule. Day Hours with Some Evening and Weekend Hours Required.	<b>Positions Supervised:</b>	None
<b>Prepared By Date:</b>	July 2018	<b>Approved By Date:</b>	July 2018

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#### POSITION SUMMARY

The Career Services Coordinator/Student Success Advisor plans, implements, and directs programs and services, that assist Southeast Technical Institute students to enter, continue, or complete their academic journeys.

This individual is responsible for all aspects of:

#### Career Services:

- relating to students and alumni;
- teaching/advising current students;
- serving as a student/career liaison with faculty, staff, and the external community; and
- ensuring successful completion and marketing of the annual graduate placement report to support enrollment management initiatives.

#### Student Success:

- Instructing student success seminar courses (traditional and/or online);
  - Advising students and promoting academic, personal, social, and emotional services that improve student retention and student success.
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## ESSENTIAL FUNCTIONS

### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### Essential Functions Statement(s)

- Manages all Career Services functions, including:
  - Career Fair planning and implementation.
  - Manages the Job Board for students, alumni, and employers.
  - Be a member of SDACCC (South Dakota Association of College Career Centers) to ensure best practices are followed.
  - Collaborates with the Director of Industry Relations and Director of the Southeast Technical Institute Foundation with employer relations and initiatives.
  - Development of additional services provide to students to prepare for the workplace
  - Prepares the annual job placement report.
  - Collects and analyze data relevant to the career planning and placement of students and alumni with assistance from the Executive Director of Institutional Effectiveness
  - Provides individual, group, and electronic career counseling and advising for students and recent alumni.
  - Meets individually with students to answer questions and to review job search documents.
  - Serves as an industry liaison between campus and specific industries
  - Meets with area business and industry to market Southeast Technical Institute programs and assist in the development of corporate relationships.
  - Assists center in assessing and integrating new technology to support students' career development and successful job search.
  - Works closely with the Director of Student Success and the Industry Relations team to ensure the success of the Career Center.
  - Maintains a working partnership with Department of Labor.
- Interfaces with local businesses, associations, and local and state agencies to promote Southeast Tech programs and workforce development.
- Teaches Student Success Seminar classes.
- Orientates students to the Southeast Technical Institute campus using a variety of resources and activities that will immediately “connect” students to the Southeast Tech experience.
- Creates student success programming with a goal to increase retention.
- Serves as the Student Success Advisor for students in the Student Success Seminar classes he/she teaches or as assigned.
- Assists the instructional and support staff in reconciling student problems and helping them with classroom needs.
- Confers with outside agencies, and Southeast Technical Institute instructors, departments, and administrators to resolve students' behavioral, economic, social, academic, and other issues.
- Advises individuals to help them understand and overcome personal, social, economic, or behavioral barriers affecting their academics.
- Assists with on and off-campus events and activities to bring students together, build student connections, and help students succeed.

- Assists faculty with advising students on a semester-by-semester basis for course selection and scheduling.
- Assist and advises students with major educational processes to include class registration, degree audits and requirements, changing majors, suspension/reinstatement, and graduation requirements/application.
- Advises students regarding educational issues such as course and program selection, class scheduling, school adjustments, attendance, study habits, and career planning.
- Maintains accurate and complete student records as required by laws, district policies, and administrative regulations.
- Prepares reports on students and activities as required by administration.
- Oversees and sends out necessary student correspondence.
- Assists students in submitting necessary paperwork, getting their textbooks, and helping them with issues regarding attendance, test issues, and other institutional needs.
- Represents Career Services and Student Success at appropriate meetings and committees.
- Assists students in finding and using Southeast Technical Institute and community resources to meet their needs.
- Assists students in using campus technology systems, including intranet and internet sites, printing, file management, etc.
- Provides back-up for Student Success Advisor colleagues.
- Performs other duties as assigned.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Presentation Skills - Ability to effectively present information publicly.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Decision Making - Ability to make critical decisions while following company procedures.
- Team Builder - Ability to convince a group of people to work toward a goal.

## SKILLS & ABILITIES

**Education:** Bachelor's Degree required. Master's Degree in Counseling, Education, Student Affairs Administration, or related fields strongly preferred.

**Experience:** Minimum of three years career services experience in higher education required; teaching experience required.

### Computer Skills:

Strong computer skills in Microsoft Word and Excel and the ability to learn new software packages to assist students with a variety of inquiries.

### Certificates & Licenses:

None required

### Other Requirements:

Must be self-motivated and have ability to multi-task and work unsupervised. Must have strong communication skills and exhibit "people-friendly" qualities that include having an outgoing, friendly, and empathetic character. Must work in collaboration with other departments/programs at the Institute.

## PHYSICAL DEMANDS

### Physical Demands

Stand	F (Frequently)	<u>Lift/Carry</u> 10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

*N (Not Applicable)* Activity is not applicable to this occupation.

*O (Occasionally)* Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

*F (Frequently)* Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

*C (Constantly)* Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

### Other Physical Requirements

#### Talking

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

#### Vision

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

### Sense of Sound

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish sounds that are job specific (i.e. classroom/lab simulations, equipment, internal/external conversational interactions, demonstrations, meetings, etc.).

### Sense of Touch

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

### WORK ENVIRONMENT

- General office environment with standard office equipment available. Lighting and temperature are adequate. Moderate noise levels typical of an office environment due to staff/student conversations and office equipment. Occasionally exposed to outdoor weather conditions when traveling to other locations. Some location visitations may not be climate controlled and are subject to a variety of temperatures that could include coldness and humidity.
- Job is sedentary with physical activities normally required in an office environment. Possible exposure to communicable diseases.

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### EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

#### EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

#### EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_