



TITLE	CLASSIFICATION	SALARY GRADE
ADVISOR, HEALTH OCCUPATIONS PREPARATION AND EDUCATION (HOPE) PROGRAM	CLASSIFIED	GRADE: L
BOARD APPROVED: New Classification – Board Approved 10.11.16		

JOB DESCRIPTION:

Under general direction, advise students on education, career planning and employment issues; develop, coordinate and implement activities and events to support educational and career development; assist the department director with coordination and evaluation of the Student Support Services Health Occupation Preparation and Education) (SSS TRiO HOPE) Program.

SCOPE:

The Advisor, HOPE Program performs a broad range of activities designed to assist students with identifying and achieving educational and career goals including providing one-on-one coaching and specialized group presentations, seminars and events to provide students with skills and resources for success.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assesses student needs, reviews goals and advises students on educational and career planning, resume writing, networking and job search techniques.
2. Assists and advises students applying for and acquiring financial aid and scholarships.
3. Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student needs.
4. Provides direction for the Mentoring Program planning committee; oversees implementation of the ongoing events and monitors budget for the events.
5. Coordinates outreach and recruitment through classroom presentations and seminars on District support services, job searching, resume writing and interviewing skills; coordinates HOPE Center and Seminar Series.
6. Plans marketing and outreach services to promote SSS TRiO HOPE Program Services; prepares promotional materials; represents the District at various functions.
7. Serves as an advocate and liaison for students using District resources, including financial aid, scholarship programs, career and personal advising; assists in development of HOPE Student Success Plans.
8. Provides referrals; works with the business community to facilitate college to career success.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population; give presentations to individuals and groups; communicate effectively in English, both verbally and in writing.

KNOWLEDGE OF:

Health related labor market conditions and trends; variety of health vocational career opportunities and majors and criteria for choosing those majors, certificate programs and/or careers; career development techniques; accepted employment practices; Federal and State labor laws and regulations including EEO, Americans with Disabilities Act; laws and regulations governing federal funded programs; budgets and revenue control.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree with relevant coursework (such as Human Resources, Business Administration, Behavioral or Social Sciences, Health Science or a related field); Bachelor's degree preferred.

Experience:

Increasingly responsible experience in program planning, students support services, case management, career development, human resources, or job placement. Experience in a TRiO or related program preferred.