



TITLE	CLASSIFICATION	SALARY GRADE
STUDENT ADVISOR, CALWORKS	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE:		2015/16 Classification Review

**JOB DESCRIPTION:**

Under general direction, facilitate and model problem-solving with students; provide guidance to students; serve as a student advocate and an interdepartmental and interagency liaison; assess program needs; develop and implement the program in accordance with Federal, State, and local policies.

**SCOPE:**

The Student Advisor, CalWORKs, performs a broad range of duties with the purpose of providing a comprehensive system of service delivery to students utilizing the resources of the department, the District, governmental and community agencies, while being responsive to changing needs and regulations.

**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. Provides guidance and crisis intervention to assist students in meeting their academic and career goals.
2. Serves as an advocate and liaison for students with the District and local agencies; informs students of their rights and responsibilities.
3. Monitors student participation and progress to ensure program compliance.
4. Educates community-based organizations and the District community about available program services; represents program needs and concerns to the District and local agencies.
5. Provides group and individual orientations to new and continuing students.
6. Assists students with the registration process, financial aid and other District forms and procedures.
7. Establishes and documents student's eligibility for programs based on governmental, District, and departmental regulations.
8. Maintains and utilizes data management systems to comply with department, Federal, State and county reporting and contractual requirements.
9. Interprets and implements Federal, State, county and District regulations for staff, students, and community agencies.
10. Coordinates delivery of services to students with District departments and local agencies.
11. Trains and monitors staff in the implementation of program policy, procedures and services.
12. Assesses program needs and collaborates with District and local agency staff to develop and implement program policy.
13. Authorizes and tracks expenditures for student's books, supplies, fees and support services.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

- 14. Develops publications and other materials.
- 15. Monitors and coordinates compliance with District funding requirements.
- 16. May supervise and train student and short-term, non-continuing employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Work independently with minimum supervision; communicate effectively in English; monitor, and compile statistical information; understand, implement and explain regulations and procedures; work cooperatively with a variety of people; inspire and motivate students; plan and give presentations to individuals and groups; coordinate and prioritize multiple tasks and responsibilities; work under pressure to meet deadlines; assess client needs and make referrals; standard office productivity software; problem solve; and demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Community college requirements, student services, financial aid and other student support programs; community-based organizations and resources; client needs assessment, referrals, and case management; laws and regulations relating to social services; statistical reporting and data management systems.

**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:*

A Bachelor's degree in a related field.

*Experience:*

Increasingly responsible (2-4 years of full-time equivalent) experience working in a college or social services setting with diverse populations and managing a caseload of clients.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

**SPECIAL REQUIREMENT:**

Position requires frequent travel to various organizations and community agencies. Use of personal vehicle is required frequently. Must possess a valid driver's license and proof of insurance.