

TITLE: Student Advisor, College to Career Program

CLASSIFICATION: Classified

SALARY GRADE: C09

SCOPE OF POSITION:

Under general supervision, develops and provides academic and/or vocational support to students participating in the College to Career (C2C) Program. Individualizes study and workplace strategies to address cognitive, motivational, and adaptive socialization functional limitations. Adapts instructional methodologies, refers students to campus and community resources, and coordinates support to assist students in achieving academic goals, obtaining job skills, and securing employment. Collaborates with faculty, staff, and outside agencies on student issues, curriculum, programmatic structure, and issues.

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. Advises students in meeting their academic and vocational goals, including advisement on disability-related accommodations and disclosures.
2. Supports students with job searches, including preparing application materials and coaching on appropriate presentation skills.
3. Assists students in communicating with instructors, accessing District resources, and contacting community agencies.
4. Develops individualized instructional methodologies to assist students in successful completion of course work.
5. Assists students with computers and assistive technologies.
6. Collaborates with others in the development of policies, procedures, and curriculum for the C2C program.
7. Consults with C2C Program staff, District faculty, and external agencies regarding students' educational/vocational progress. Collaborates with case management team and maintains student records.
8. Monitors student behavior and emotional state; provides crisis intervention and referrals.
9. Prepares and gives presentations to students, their families, staff, faculty, and community members.
10. Trains and directs the work of student and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Federal and state labor laws and regulations relevant to persons with disabilities including: Americans with Disabilities Act, Equal Opportunity Employment and laws and regulations governing federally funded programs.
2. Principles, methods, and procedures for student advising and guidance.

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KNOWLEDGE OF – Continued

3. Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
4. Assistive equipment used in classroom and job settings.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Work effectively with students with intellectual disabilities in educational and employment settings.
2. Provide personal assistance, attention, support, or other personal care to students and their families.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree required.

EXPERIENCE:

1+ years of related experience in an educational or social service setting working with individuals with disabilities.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).