



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 9/20/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: No  
Campus Security Authority: No

Title: Advisor, Student Support Service (SSS)  
Status: Full-time, 35 hours per week, calendar year appointment (may involve evening and/or weekend work as required)  
Grade: 9  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Project Director, SSS

### **PRIMARY PURPOSE:**

The SSS Advisor will provide advising and support services to first generation, low income, and students with documented disabilities that are accepted into the SSS program. The individual will maintain regular, consistent, and meaningful contact with SSS students throughout their collegiate experience, as well as track student academic progress (GPA and credits completed), facilitate early alert meetings (students at risk for not meeting satisfactory academic progress or college retention requirements), and make referrals to other campus offices as needed. The advisor will be responsible for developing and facilitating group sessions and meetings that are sensitive to needs and development of college students in transition. The advisor will also be responsible for assisting the Project Director with outreach and recruitment efforts to eligible student populations. This position is expected to work closely with student organizations, and campus offices and programs to identify eligible students for SSS. This position will support students who are STEM majors in the SSS-STEM Program.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Identify student academic and personal needs, work collaboratively with students to develop goals, provide services or make referrals designed to meet student needs, and regularly monitor student progress.
- Work in collaboration with the Project Director, SSS to identify and recruit students from the Preparatory Enrollment Program (PEP)
- Conduct individual and group advising meetings. Develop and maintain a comprehensive knowledge of the Rhode Island College general education program, academic requirements, and college policies and procedures to support student persistence.
- Maintain confidential advising notes for individual students, as well as track GPA, credits attempted, credits completed, and progress towards the completion of General Education Requirements and College Major Requirements.
- Assist with the planning and delivery of Group Advising Sessions Writing Workshops, Annual First Year Completion Celebration, and all other program and community related events.
- Serve as consultant to faculty, staff, and student paraprofessionals regarding needs and services for the special populations served by the SSS program.
- Maintain active commitment to continued personal and professional development, as well as advocate for first-generation and low-income students.

- Collaborate and consultant with other campus offices to provide meaningful and supportive services for SSS students.
- Assist with fall, spring, and summer student registration.
- Provide academic advising, FAFSA assistance, financial literacy, transfer services, tutorial and mentoring to program participants.
- Represent TRIO Student Support Services by serving on various committees and community initiatives as it serves the mission of the grant.

Occasional Job Functions:

- Work non-stand hours as needed.
- Perform other duties and responsibilities as assigned by the Project Director, SSS.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree in Education, College Student Personnel, Counseling, or related field.

Experience:

A minimum of one to two years' experience working in higher education and advising college students.

Skills, Knowledge and Abilities:

- Knowledge, understanding and sensitivity to issues that concern low income, first-generation students.
- Ability to work with an ethnically and racially diverse student population, including those at risk.
- Excellent oral and written communication skills.
- Demonstrated competency in use of contemporary computer software including word processing.
- Ability to work non-stand hours as needed.

**PREFERRED:**

Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*