

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION:** CLASSIFIED

**CLASS TITLE:** STUDENT PROGRAM ADVISOR

**SALARY TABLE:** 29

**SALARY RANGE:** 32

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide a variety of outreach and support services for an assigned student services program; assist program participants with obtaining and maintaining program enrollment; monitor the attendance, goals and progress of program participants; provide program information to students, parents and the community.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Provide a variety of outreach and support services for assigned student services program, including admissions, enrollment services, dual enrollment, EOPS/CARE, financial aid, international students, student life activities, orientation, Cal-SOAP, CalWorks, athletics, student health services, STEP or other assigned program; provide individual case management for program participants.

Assist program participants obtain and maintain program enrollment; recruit, refer and register students to assigned programs; interview potential enrollees; assist student with completing and assure accuracy and completeness of required forms and applications; determine applicant eligibility, waivers and enroll students as appropriate; refer students to outside agencies as appropriate.

Monitor the attendance, goals and progress of program participants; collaborate with students to develop and implement individual goals and strategies; assist students with enhancing a variety of skills related to program activities; advise students concerning individual progress and program activities.

Confer with students, parents, personnel and the community to exchange information, coordinate activities and resolve issues or concerns regarding program activities and student progress; initiate and receive phone calls; respond to inquiries and provide information.

Prepare and conduct workshops and formal presentations for an assigned program to local community organizations, private and public schools and other recruiting sources as directed; conduct on-campus tours for potential students and parents; attend job and college fairs and other events to promote SBCC programs and services.

Input student information into SEVIS or other assigned computer system; generate computerized reports as needed; update and maintain related data bases, websites and other computer information as assigned by the position.

**June 2021**

**Ewing Consulting Services**

Compile information and prepare and maintain a variety of records and reports related to student goals, progress, information, time sheets and assigned activities; conduct surveys and analyze related data for various program requirements; establish and maintain filing systems.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work as assigned.

Recruit, train and provide work direction to assigned staff, student workers, tutors, peer advisors, consultants or other personnel assigned to the program; coordinate and schedule work hours and complete time sheets as assigned.

Assist students with transitioning out of assigned programs after individual goals are met; perform follow-up with former program participants as required.

Compose and mail correspondence related to program activities and student progress.

Attend and participate in assigned meetings, conferences and training sessions.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Student guidance principles and practices.
- Problems and concerns of students with special needs.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Research methods and report preparation techniques.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Provide a variety of College outreach and support services for assigned student services programs.
- Assist program participants with obtaining and maintaining program enrollment.
- Monitor the attendance, goals and progress of program participants.
- Provide program information to students, parents and the community.
- Understand and relate to students with special needs.
- Learn department and program objectives and goals.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing and make presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Compile and verify data and prepare reports.

Maintain records.

Compose correspondence and written materials related to assigned activities.

Meet schedules and time lines.

Operate a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with major coursework in sociology, social work, psychology or related field and one year experience working with secondary and post-secondary school aged students in an educational setting.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may be required to possess a valid California State driver's license.

Some positions in this classification may be required to serve the College as a Designated School Official.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.