

How to Apply: <https://jobs.sfcc.edu/postings/3046>

Description: Assists TRiO participants to improve their academic skills so they become successful college students. Provides TRiO participants with learning techniques and strategies to achieve academic success. Presents workshops on topics including time management, test taking, note taking, and study skills. Must be committed to serving a diverse college community. Actively participates in and contributes to continuous quality improvement.

Note: The position is 100% grant funded and renewed on an annual basis. The academic support specialist works 11 months with 1 month off during the summer, and the position is not eligible for benefits.

- Assists TRiO participants individually and in small groups to help them achieve academic success. Areas of focus include, but are not limited to, time management/organization, study skills, test prep/test taking, reading comprehension, and note taking.
- Provides writing assistance to TRiO participants for all types of writing assignments.
- Develops and presents workshops for TRiO participants on learning techniques and strategies for academic and personal success.
- Works with TRiO staff to identify needs, challenges, strategies, and a timeline for providing support services to TRiO participants in an effort to increase retention and graduation rates.
- Records information in Student Access documenting the services provided to TRiO participants.
- Participates in professional development relevant to job duties.
- Coordinates referrals to tutoring center and other campus resources.
- Utilizes CANVAS, e-mail, and text messages to communicate with TRiO participants and to provide resources that promote academic and personal success.
- Performs other duties as assigned.

Location: Santa Fe, NM

Position Type: Part Time

Minimum Requirements:

- Bachelor's Degree.
- One (1) year of experience directly related to the assigned job duties.
- Knowledge of mentoring techniques.
- Knowledge of college policies and procedures.
- Knowledge of academic writing and appropriate instruction techniques.
- Knowledge and understanding of the challenges of students who are low income, first generation, under-prepared, and students with disabilities.
- Knowledge of campus and community resources.
- Knowledge of computers, software programs, social media, and other technology.
- Knowledge of related assessment tools.
- Skill in oral and written communication.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Ability to facilitate discussions among students, staff, administration, and faculty members.
- Ability to develop and maintain effective working relationships.
- Ability to maintain accurate, complete and confidential student records.
- Knowledge of CANVAS or some other course management system.

Additional Qualifications the Ideal Candidate Will Possess:

- Experience working with a TRiO program
- Experience working with community college students.
- Bi-lingual (English/Spanish)
- Experience working with first generation, low income students, and/or students with disabilities.
- English or Journalism degree

Salary Level: \$17.23 - \$25.85/hr

Approximate Hours Per Week: (20 hours per week) - 11 month position