



## Administrator Position Description

<b>Human Resource Office Use Only</b>			
<b>Approved Job Family</b>		<b>Effective Date</b>	
<b>Overtime Eligible</b> YES      NO		<b>FLSA Test Date</b>	
<b>Employee</b>		<b>Supervisor</b> Angela Archer	
<b>Department</b> Technology Opportunities Program	<b>Working Title</b> TOP Assistant Academic Specialist	<b>HRIS Position Number</b> H99212	<b>Supervisor Title</b> Coordinator of TOP
<b>Complete contract dates only if other than a 12 month position</b>			
<b>Annual Contract Begin Date</b> July 1		<b>Annual Contract End Date</b> June 30	

### A. POSITION SUMMARY

**Briefly describe the role of the position within the department and college.**

The Specialist provides one-on-one and group academic support for a caseload of approximately 60 participants in the Tech Opportunities Program (TOP). This support is intended to improve the retention and graduation rates of participants.

### B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

**1. Minimum education level required and the number of years of relevant experience required for the duties of this position.**

Bachelor's degree required in Student Personnel, Education, Counseling, or related area.

**2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.**

None Required

### C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1. Faculty	N/A			
2. Classified Staff	N/A			
3. Unclassified Staff	N/A			
4. Students / Others	N/A		1	.5

**Coordinating Responsibility**

N/A

## D. ORGANIZATIONAL RELATIONSHIPS

### 1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

This position requires minimal supervision by the Coordinator of TOP.

### 2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

#### a)own time and resources

This position has the authority to make decisions and commitment that obligate personal time and resources with moderate supervision from the TOP Coordinator.

#### b)departmental resources

This position has the authority to recommend commitments of departmental resources for approval by the TOP Coordinator.

#### c)institutional resources

This position does not have the authority to commit institutional resources.

### What kinds of decisions will the incumbent be expected to make?

The incumbent will be expected to make decisions regarding provision of appropriate TOP services to participants. For instance, the incumbent may determine that a participant needs tutoring hours beyond the normal allocation.

### 3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

	Delegated authority to develop and monitor*	\$
	Develops, monitors* and controls*	\$
	Limited approval authority for purchase	\$
<b>X</b>	Purchase only with higher level OK	\$800

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

## E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Board of Trustees)	PURPOSE (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	HOW OFTEN
Students	Assisting with academic issues, solving problems, making referrals to campus and outside resources.	Daily
Staff and Faculty	Giving and securing information, problem solving.	Daily

## F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	Assist Coordinator with selection of participants by meeting with prospective participants individually and reviewing eligibility information (e.g., GPA, SAT scores, etc.) provided by the TOP Office Manager. Interview prospective participants to determine if their academic and personal needs can be met through TOP services. Assess student's motivation by reviewing selected questions on the TOP Initial Intake form. Admit or decline students based on this information.	Weekly	10
2	Provide academic, financial, career, and related counseling and advising to participants. Assist students in goal setting and problem solving. Make effective referrals for participants to appropriate on and off campus resources as needed. Monitor progress of caseload by verifying course completion and grades from OIT's WEB for Faculty and reports generated by the TOP Coordinator and Office Manager.	Daily	55
3	Document all participant contacts in TOP's Blumen Database daily. Ensure that all documentation in TOP's database is accurate and complete for caseload.	Daily	10
4	Instruct Student Success Seminars (ACAD 207) on an as needed basis to be determined by enrollment in the class by TOP participants.	Quarterly/Weekly	10
5	Plan and execute at least two Academic Success Workshops for TOP participants per term.	Quarterly	5
6	Assist the Coordinator in the execution of faculty and staff training, project marketing activities, the annual graduation celebration and the TOP September Bridge Program. Other duties as assigned by TOP Coordinator.	As Needed	5
7	Assist SSC with the "Breakfast Club" activity once a month. Activity includes: preparation, serving students, cleaning, greating and building relationships with students across campus. Assist with planning and participate in orientation activities for program participants. Serve on relevant committees (e.g., Academic Progress and Petitions, Financial Aid Committee) in Coordinator's absence.	Quarterly	5

## G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
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1,2,4-7	Must have the ability to communicate efficiently and effectively with students, co-workers and peers. Must be able to listen, empathize, and problem solve. Must have the ability to work with a diverse population of students, including students from varying ethnic and economic backgrounds. Must conduct self in professional manner.
1,2,4-7	Must have knowledge and awareness of challenges and obstacles students encounter in higher education, particularly students that are the first generation and/or students from low income families. Must have the ability to work proactively with students who have learning and/or physical disabilities.
1-7	Must have the ability to multitask and prioritize.
1-7	Must have a thorough knowledge of university policies regarding registration, add/drop, grades, financial aid. Must have thorough knowledge of university policies regarding student's rights and responsibilities. Must have knowledge of campus services and persons to contact in order to make appropriate referrals.
1-7	Ability to create and edit documents in Word; ability to create and edit an Excel spreadsheet; ability to navigate and perform data entry in Access. Knowledgeable of OIT's Web for Faculty.
1-7	Employee must have the ability to work in a safe and compliant manner and successfully complete all required safety training.

## H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
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## I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.