



## **STUDENT SUCCESS SPECIALIST**

### **BASIC FUNCTION**

Under the direction of the assigned supervisor, coordinates student success and support related programs; assist in the planning, coordination, and implementation of support programs and services; assists in planning and coordinating activities for students.

### **DISTINGUISHING CHARACTERISTICS**

The incumbent in this classification performs responsible and varied work involved with planning, promoting, and implementing Student Success. The work requires extensive interaction with participants/students, faculty, staff, and others. The incumbent must possess well-developed organizational skills and specialized technical knowledge related to the provisions of student support services.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.*

1. Plan, organize, and coordinate student success and support program activities. Provide support in ensuring coordination and training for all the components of student success.
2. Assist students with college application and to obtain resources to support student success.
3. Assist in budget development and coordination; assist and prepare required reports; assist in program review and strategic planning.
4. Provides leadership for student intervention programs. Participate and monitor systems to provide and track support services for students. Train staff to provide student support-related services.
5. Assist in ensuring compliance with and implementation of student services related regulations, policies, and procedures. Assist in maintaining databases; ensure services provided to students follow district and state regulations, policies, and procedures.

6. Provide training and supervision to student and temporary employees.
7. Assist in the facilitation of college programs focused on student success. Provide orientation activities for programs and services.
8. Assist with professional development activities. Provide workshops and activities for students. Participate in meetings and on committees as assigned.
9. Perform other job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Federal, state, and local laws, codes, and regulations.
- District organization, operations, policies, and procedures.
- Modern office practices, software, procedures, and equipment.
- Analysis and reporting tools.
- Student services programs and procedures.
- Academic support, student outreach, and retention programs.
- Web page and database management.

### **Skills and Abilities To:**

- Read, write, and communicate.
- Analyze data and information.
- Work independently with little direction.
- Operate office machines.
- Operate software and data systems.
- Meet schedules and deadlines.
- Problem solving.
- Perform independently and within a team.
- Perform under a high pace or stressful environment.

### **Education and Experience:**

A bachelor's degree in psychology, sociology, counseling, education, or related fields and two (2) years of related experience or the equivalent.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

## **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level.

### **Physical Demands:**

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment