

STUDENT SERVICES ASSISTANT, SENIOR

KIND OF WORK

Paraprofessional student support work.

NATURE AND PURPOSE

Employees in this class perform paraprofessional work that supports special programs for students such as a student employment, special needs services and career development. Tasks may include serving as an advocate for students, assisting them with program planning, providing student employment activities with outside employers, teaching students job search strategies, and acting as liaison between employers and students.

Incumbents initiate and implement new methods, take actions that fall outside the boundaries of existing procedures and independently research and take action in unique situations.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Study employment trends to determine placement strategies for students needing employment in the community.

Provide workshops to teach students job search strategies so they are prepared for employment interviews. This includes teaching students how to write resumes, fill out job applications, present themselves in job interviews and find job leads.

Develop cooperative education placements for students by researching cooperative education programs, developing and maintaining relationships with employers and other employment professionals in the community and developing placement strategies.

Serve as liaison among students, faculty, and community employers to further the growth of cooperative education programs.

Enhance job opportunities for students by arranging job fairs, on-campus recruiting, on-campus employer visits and tours.

Support students with special needs by meeting individually and in groups to provide information and assistance, helping students make course selections, and referring students to counselors when appropriate.

Assist students with career planning by providing written career planning information, career planning software and related resources.

Develop and implement academic assistance by coordinating peer tutoring programs, reviewing and selecting auto-tutorial software, helping students use resources and providing information on faculty/staff resources.

Enhance students' study skills by selecting and disseminating study skills materials, maintaining inventory of study skills materials and teaching study skills and related workshops.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Labor market information sufficient to integrate student employment, cooperative placement strategies and career planning services.

Technical dynamics of special needs programs to advise and provide information and services to students with academic challenges.

Resources available for special programs; e.g. special needs students, student employment, cooperative education.

Occupations, employment practices and local labor market conditions sufficient to provide realistic job referrals for students.

Interviewing techniques sufficient to obtain and evaluate information from students.

Ability to:

Interact in a positive way with individuals and groups to successfully interview, teach workshops and advise students in special programs.

Read and comprehend written instructions and technical materials.

Communicate orally and in writing to successfully explain program guidelines, prepare written program materials and market special programs.

Est.: 5/97

Rev.:

T.C.:

Former Title(s):