

## MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Student Specialist	Range:	A-57
Date Revised:	1/23/04	Date Approved:	

### PRIMARY PURPOSE

Under the direction of the Director or Assistant Director of assigned Department/Program, the Student Specialist is responsible for performing a variety of complex duties in a specialized area of services to students.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans and coordinates program activities as related to assigned program; participates as directed in the formulation, development and implementation of appropriate policies and procedures for the assigned specialized student service; communicates with instructors, administrators, other staff, and outside agencies to coordinate and implement programs and exchange information
2.	Disseminates assessment and information to new and continuing students; may compile assessment and orientation information for faculty and ensure that all students are administered an Individual Education Plan (IEP)
3.	Conducts informational workshops regarding programs and services; participates in outreach activities to promote educational opportunities and services available in assigned area; trains on-and off-site assessment and registration staff on both procedural and technical duties; coordinates and conducts off-site assessment; provides technical information and expertise to students, instructors, and others in assigned area; works with students, instructors, and staff to understand students' academic needs and progress
4.	Demonstrates and assists students with the use of specialized equipment and materials
5.	Maintains and creates computer database; inputs and downloads data from computer database; gathers, copies, tracks, and analyzes pertinent data and statistics; independently prepares and maintains a variety of narrative and statistical records and reports related to program activities and effectiveness, as well a variety of assessment, registration and enrollment records; oversees and coordinates the process of a variety of documents related to the assigned specialized student service; maintains various records and files related to assigned area; develops and drafts correspondence independently
6.	Works with students and staff to monitor students' academic needs and progress; monitors trends independently for assessment and enrollment; tracks and monitors enrollment for students into credit programs
7.	Contacts and interviews by telephone and in person students, faculty, staff, and various outside agencies, such as employers, to obtain data related to assigned area
8.	Trains and provides work direction and guidance to others as directed
9.	Attends various conferences, meetings as necessary
10.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
11.	Performs related duties as assigned

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### **WORKING RELATIONSHIPS**

Reporting to the Director or Assistant Director of assigned program, the Student Specialist maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

### **EDUCATION AND EXPERIENCE**

High school graduation; two years related college coursework and/or two-four years increasingly responsible training or experience in assigned area is required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- District policies and procedures
- Assigned program area procedures/expectations
- Basic skills assessment and scoring (both manual and electronic) may be needed
- Organization, operations, policies and objectives
- Applicable sections of State Education Code and other applicable laws
- Modern office practices, procedures and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Computer literacy; various software applications, e.g., Microsoft Word, Excel, Access

#### **Skills and Abilities to:**

- Strong analytical and problem solving skills
- Work with high school students and high-risk populations
- Maintain professional contact with parents, students, and staff
- Excellent interpersonal skills
- Excellent negotiating skills
- Excellent management, organizational, and supervisory skills
- Work in a culturally and linguistically diverse community
- Converse in a language other than English (Bilingual skills preferred but not required)
- Operate personal and/or mainframe computers
- Operate a variety of office equipment
- Interpret, apply and explain rules, regulations, policies and procedures
- Compile, organize, and analyze statistical data
- Work confidentially with discretion
- Plan, organize and prioritize work
- Meet schedules and time lines
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

### **WORKING CONDITIONS**

College office environment; may be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; ability to lift up to 25 lbs.