

JOB DESCRIPTION

JOB TITLE: STEM Transfer Student Success Advisor	FLSA: Exempt
Department NSF HSI Grant	Date: 10/15/21
Security Sensitive: Yes	Grade: C-42
Reports To: Director of NSF HSI Project & Director of Advising and Counseling	

- x Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- x Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable attendance is a job requirement;
- x Other duties as assigned.

Minimum Education, Skills and Abilities

- x A Master's Degree in a STEM-related field or in advising/counseling-related field;
- x Two years of experience in higher education advising or counseling
- x Research experience in STEM education or education psychology;
- x Experience supervising student workers;
- x Experience working with minority or disadvantaged student populations
- x Prioritize diversity, equity, and inclusion regarding your support of students' success;
- x Strong communication and organizational skills
- x Strong interpersonal skills;
- x Ability to work within a team environment using collaborative approaches;
- x Ability to foster partnerships to promote quality in education.

Preferred Education, Skills and Abilities

- x Able to speak English and Spanish proficiently;
- x Graduate level education in a STEM-related field or STEM Education;
- x Experience working with faculty or instructional staff within a program or college to create pathways or programs
- x Demonstrated ability to develop relationships across institutions for the purpose of facilitating transfer and/or to establish articulation agreements;
- x Demonstrated ability to learn and adopt new technologies in an efficient and productive manner;
- x Experience conducting evaluation or research on the effectiveness of educational practices.

Work Environment / Physical Requirements

- x Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions;
- x Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping,