



Position Title: Part-Time Resource Advisor

Job Code: 8311

Reports To: Director, ACCESS

Grade: CT

FLSA: Exempt

Job Description:

The Part-Time Resource Advisor serves as both an advisor and a case manager for students with disabilities. This individual works with a team of Resource Advisors and Department Specialists to develop initiatives that significantly improve success rates for students with disabilities.

Duties & Responsibilities:

- Provides support to students in ways that directly impact program completion and includes careful monitoring of classroom success throughout the semester
- Assists students in development of an academic planner
- Assists students in development of individual strategies for academic success
- Refers students to external agencies for additional resource support (e.g. scholarships), and instructional or technological support when related to program success
- Works closely with the Vocational Coordinator of Disability Services to identify employment opportunities for students
- Serves as liaison to various disability agencies that provide additional support or training
- Takes on instructional responsibilities for ACCESS-sponsored courses and tutorial programs
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's Degree in Education, Psychology, Social Work, Human Resources, or related field from a regionally accredited institution and three (3) years of related experience
- Substantial experience in working with students with disabilities a must
- Knowledge of College programs, advisement policies and procedures essential
- Excellent inter-personal skills and the ability to work with a large number of people
- Ability to manage multiple tasks
- Must be able to work in a multi-ethnic/multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name