



**Position Title:** Part-Time Student Life Skills (SLS) Specialist  
**Reports To:** Department Chairperson Social Sciences  
**Department:** Social Sciences  
**Prepared By/Date:** Martha Arrieta/03/14/2011  
**Approved By/Date:** Lourdes C. Rassi/03/16/2011  
**Revised:**

**Job Code:** 8311  
**Job Group:** Class-R  
**Salary Grade:** CT  
**FLSA Status:** Exempt

**Summary:**

This position works with the department chair in designing and implementing retention, student success, and graduation projects and/or activities. Prepares and makes presentations to SLS classes. Assists SLS students with defining and clarifying educational and career goals and issues related to academics. Locates funding sources and assists in grant writing.

**Essential Duties and Responsibilities:**

- Designs and implements retention projects
- Plans and implements projects/activities that address classroom success
- Works with director on special projects to increase graduation rates of under-served, underrepresented student populations
- Provides academic and career advisement for SLS students
- Assists students with creating, following, and adjusting their individualized educational plan (IEP)
- Explores external funding opportunities and assists in grant writing
- Assists adjunct instructors with teaching techniques
- Assists the department chair with adjunct/student issues
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of academic advising and career development principles and practices
- Experience advising students
- Knowledge of College policies and procedures, goals and objectives, and College organization
- Knowledge of Microsoft applications
- Effective written and verbal communication skills
- Able to use multi-technology to design presentations, projects
- Ability to interact in a positive manner in a multi-ethnic and multi-cultural environment with students, faculty and staff
- Ability to work a flexible work schedule, which may include nights, some Saturdays

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach

with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in an appropriate field from a regionally accredited institution and three (3) years of higher education experience.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name