

Blackfeet Community College



Position Description

Academic Enrichment Services Academic Support Specialist

Closing Date	October 17, 2018 @ 3:00 PM
Salary	\$32,448.00
Department	Student Services, Academic Enrichment Services
Personnel Definition	Counselor Position, Regular Full-Time
Term of Employment	26 pay periods/12 months
FLSA	Salaried Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • AES Director • Vice-President for Academic Affairs and Student Services • President
Supervision Exercised	None
General Statement of Duties	Under the direction of the AES Director, this position is responsible for providing a broad range of academic, financial and counseling assistance to eligible SSS participants to accomplish the program and BCC goals and objectives in accordance with the established BCC standards and procedures.
Specific Area of Duties	<ul style="list-style-type: none"> • To provide academic, transfer, cultural, career and financial aid counseling/activities services for students at Blackfeet Community College. • Keep records of academic progress and other pertinent information concerning the student's academic endeavors. • Assists in processing of 170 students into actual participants by helping with selecting participants, ensuring each participant meets guidelines of grant, and develops resources for meeting goals of the project. • Communicate with BCC staff regarding changes and/or needs of the Learning Center • Consult with all departments within the Blackfeet Community College concerning the students' educational endeavors. • Identify students who are not college ready and assist with identifying career goals and how to get started. • Develop, implement, and retain student retention plan in coordination with other BCC departments. • Develop and revise training materials and workshops for tutors. • Provide academic advising to General Study's participants on an individual basis. • Work with Registrar's Office to evaluate student transcripts for graduation. • Coordinate with project personnel to identify and select project participants • Coordinate with project personnel to ensure each participant receives full assistance in all areas of need. • Coordinate with project personnel and BCC personnel to carry out project

	<p>activities.</p> <ul style="list-style-type: none"> • Maintain effective working relationships with BCC faculty, staff, and project participants • Participate in New Student Orientation. • Other duties necessary to the function of BCC, as needed.
Qualifications	<ul style="list-style-type: none"> • Minimum of bachelor degree in Guidance and Counseling, Education, or related field required; master degree in Guidance and Counseling or related field preferred; and • Minimum of 3 years' related counseling/advising experience with Native American students required.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of student advising, counseling, organizing, planning, coordinating and monitoring activities. • Knowledge of the principles, techniques and ethics of higher education counseling, particularly with Native Americans • Knowledge of Tribally Controlled Community Colleges. <p>Skills Required:</p> <ul style="list-style-type: none"> • Assessment, referral, communication, intervention, report writing, maintaining effective relationships. • Must possess strong sensitivity to diverse and non-traditional student populations. • Excellent verbal, written and interpersonal communication skills. • Must be well-organized and have strong time management skills. <p>Abilities Required:</p> <ul style="list-style-type: none"> • Must be able to demonstrate ability to identify with, understand, and address unique personal, educational, social, and academic needs of Native American student population and be committed to the retention and graduation of these students. • Must be able to maintain positive rapport and establish a trusting relationship with Native American and other students. • Must be able to maintain professional limits and make appropriate referrals. • Ability to utilize computer hardware, software and related equipment.
Complexity	<p>This position is required to have an extensive knowledge of the principles, techniques and ethics of counseling in higher education, particularly with Native Americans. Confidentiality is required.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Student Services Department.</p>
Physical Demands	<p>Work is performed in a normal office environment. Duties require extensive use of computer monitors, keyboards, printers and office equipment. The noise level in the work environment is usually quiet.</p>
Guidelines	<p>The incumbent will be guided by:</p> <ul style="list-style-type: none"> • Position Description • BCC Employee Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.