

Range	29
Hours/day	8
Hours/week	40
Months	12

SHASTA - TEHAMA - TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Office for Student Development - Paraprofessional for Counseling Services

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To provide highly responsible counseling support and paraprofessional functions involved in the organization, direction and coordination of developmental activities related to Center-based Advising, Student Orientation, of the campus Visitation Program and Assessment. To train, schedule and assist staff in counseling activities and specialized events each academic semester; to oversee drop - in scheduling for the Counseling area; to coordinate college assessment activities. Employees in this classification train, supervise and assist student workers and clerical assistants in sponsored events and activities. Employees in this classification receive limited supervision within a framework of standard policies and procedures and exercise a high degree of independence and initiative. Specific tasks may vary depending upon the area assigned and do not require the immediate presence of academic staff.

SUPERVISOR: Director of Student Development.

TYPICAL DUTIES:

- Provides coordination and clerical support for college orientation program and Center-based Advising activities.
- Coordinates and oversees college assessment services and sets up assessment schedule for each semester. Assigns and supervises proctors for assessment testing.
- Provides intake assistance to counselors during peak counseling times and monitors student drop-in counseling appointments.
- Organizes, trains and directs student workers for student orientation program.
- Assists at registration with class scheduling from Education Plans.
- Assists students in submitting professional judgment forms for assessment purposes, maintains computerized forms for assessment purposes, and maintains computerized records of professional judgment forms.
- Sets up schedule of off campus visitations each Semester and assists counselors in other related activities.
- Develops and updates resource materials in conjunction with faculty and Center-based Advising.
- Prepares a variety of reports and correspondence related to assigned area.

- Assists counselors with the School-To-Career Fair.

STTJCCD: Office for Student Development - Paraprofessional for Counseling Services

TYPICAL DUTIES (cont'd):

- Assists the Transfer Center with college recruiters.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of counseling and advising programs.
- Proper use and operation of office and computer equipment as it relates to counseling and peer advising activities.
- Proper record keeping methods and techniques.
- Proper use of assessment instruments and techniques.

Ability to:

- Learn Title V Regulations and district policies and procedures as applied to assigned duties.
- Establish and maintain accurate record keeping systems, files, and other documentation related to the operations and activities of the program.
- Train and supervise the work of others.
- Advise students using adopted curriculum standards
- Operate standard office equipment including computer systems.
- Perform computerized tasks of varying difficulty.
- Effectively and tactfully communicate in both oral and written form.
- Respond to questions and inquiries with tact and courtesy.
- Work with a significant degree of independence and judgment.
- Organize work and set priorities to meet time lines.
- Establish and maintain effective work relationships with those contacted in the performance of duties.

Education/Experience:

- Associate of Arts Degree, Bachelor of Arts Degree or equivalent combination of education and experience.
- Minimum of two years responsible experience coordinating activities in a student services program or related area.