

Position Description - Unclassified

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Status:

Position Title		Position Number
Bilingual Educational Advisor		E99205
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	07/01- 06/30	Teacher Prep SSS/ Student Affairs
Position Type	FLSA	
Full-time	Exempt	
Reports to	Reports to Position Number	
Director TPSSS	E99192	
Incumbent	University ID #	

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The Division of Student Affairs fosters students' academic, personal, and professional growth; educates students to respect and appreciate diversity; and prepares students to be responsible and engaged citizens in a global community. The Teacher Prep Student Support Services Program (TPSSS) is one of the units within the division of Student Affairs dedicated to support this mission of the University.</p> <p>TPSSS is a federally-funded TRIO grant program that provides services to 140 students majoring in education who are first generation, low-income, and/or have documented disabilities. Students in TPSSS must qualify under specific federal guidelines. A full-time director administers this program. A bilingual educational advisor assists in providing personal guidance, academic advising, tutoring, special instruction in writing, study skills and career exploration to participants. Staff members coordinate the course offerings, provide instruction, and develop other educational programming delivered through the office. The project support specialist is the principal support person in the office, maintains database records, and prepares federal reports. Part-time student employees are supervised by the director.</p> <p>TPSSS exists to help students persist in their academic pursuits until they graduate from WOU. TPSSS coordinates and provides advising, programming, referral, and resource information designed to assist students in their successful accomplishment of academic and life skills. Specifically, TPSSS' objectives are to assist students in academic, career, cultural, financial, personal and social areas as individual needs are assessed with outcomes measured in persistence, good academic standing, and graduation rates.</p>
--

B. Describe the purpose of this position and how it functions within this program.

The purpose of the Bilingual Educational Advisor position is to assist program participants in the successful completion of their academic, personal, and career goals. This position provides holistic advising to approximately 90 of the program’s participants during their involvement in TPSSS.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of Time	Duties
70% (E)	<p><u>Provide advising support, facilitate academic support services, collaborate with University staff.</u></p> <ul style="list-style-type: none"> ● The Bilingual Educational Advisor will provide holistic advising to approximately 90 active program participants. This individual will meet with students on a regular basis to monitor, motivate, provide, counsel, and support the participant’s academic, career, personal, financial, social, and cultural needs. ● In collaboration with the Director, this position will facilitate and promote the delivery of services with the College of Education, Student Success and Advising, Student Enrichment Program, Writing Center, Office of Disability Services, Multicultural Student Services and Programs, and other university student services and academic units as needed. ● The Bilingual Educational Advisor will be required to document the time spent with each participant, the nature of each contact session and services provided.
20% (E)	<p><u>Special Projects and Workshop/Course Facilitation</u></p> <p>The Bilingual Educational Advisor, in collaboration with the director, will develop and deliver credit bearing courses, a summer orientation program for incoming TPSSS participants, peer advisor/mentor training, and will be periodically requested to design and facilitate TPSSS workshops on topics including high school to college transition, test preparation, financial literacy, career preparation, ORELA test preparation, and graduate school preparation.</p>
5% (E)	<p><u>Professional Development</u></p> <p>The Bilingual Educational Advisor will attend (with the approval of the director) conferences and workshops to facilitate professional development as required by federal TRIO Student Support Services programs and the Division of Student Affairs at WOU. The advisor will share the knowledge gained at professional development training with program staff.</p>
5%	<p><u>Other Duties as Assigned</u></p> <ul style="list-style-type: none"> ● This position may contribute to on-campus programs targeting enrolled or admitted students who may be eligible for TPSSS.

- This position will be asked periodically to contribute to the design and content of TPSSS publications and announcements (i.e. newsletters, flyers, brochures, etc.)
- This position will be requested periodically to make academic presentations to guests of other TRiO related programs and underrepresented student populations (i.e. community college TRiO participants, CAMP, Making College Happen, Students of Color Conference, etc.)
- This position will serve on university committees, as needed (with the approval of the Director), in order to foster an institutional climate supportive of the success of program participants.
- Occasionally, this staff position will be requested to collect and provide data to support the submission of interim and annual reports and continuation grants to the federal government.

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- A Bachelor's Degree
- Two (2) years of experience with federal TRiO programs, academic support programs, or similar programs for underrepresented college students. Practical experience at the graduate level may be substituted for this requirement.
- Bilingual, fluent in written and spoken Spanish.
- Demonstrated experience working with and supporting the success of individuals who have diverse backgrounds, cultures, and languages.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Master's Degree preferred in student personnel services, education, or related field from an accredited college or university.
- Professional or personal experiences in overcoming barriers similar to those confronting participants.
- Experience working in a K-12 setting.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Required Knowledge, experience, and/or training in advising/counseling metaphors and techniques for diverse student populations.
- Required: Knowledge, experience, and/or training in academic, career, and financial/economic literacy advising for TPSSS eligible students.
- Required: Knowledge, experience, and/or training in assisting TPSSS eligible students with graduate school admissions and the financial aid process.
- Required: Ability to effectively maintain a caseload of participants and provide them with documented services and activities.
- Preferred: Knowledge, experience, and/or training in barriers to postsecondary education faced by low income and first-generation college students.

Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
Delegated authority to monitor budget	\$
Limited approval authority for purchase	\$
Purchase only with higher level approval	\$

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
<input type="checkbox"/>	Hire	<input type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Recommend salary adjustments
<input type="checkbox"/>	Discipline	<input type="checkbox"/>	Approve requests (i.e. leave)
<input type="checkbox"/>	Dismiss	<input type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input type="checkbox"/>	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
<input type="checkbox"/> Teaching faculty		
<input type="checkbox"/> Classified staff		
<input type="checkbox"/> Unclassified staff		
<input type="checkbox"/> Student Employees (average per term)		
<input type="checkbox"/> Other (specify)		

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

The Bilingual Educational Advisor will assess the needs of program participants in order to define and recommend an educational plan to aid in the participant’s persistence toward their educational goals. This position, in collaboration with the Director, will develop and organize the content for the Summer Bridge program as well as the courses/workshops/presentations scheduled to be delivered to program participants by this staff member.

Additional Information:

List any additional information that would help describe the nature of the position.

Embraces diversity and actively collaborates effectively with a variety of students, staff, and the public from diverse social, cultural, economic, and educational backgrounds.

Ability to work occasional nights and weekends.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		