

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
First Generation Student Coordinator & Advisor		E99487
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12	ongoing	Student Enrichment Program
Position Type	FLSA	
	Unclassified	
Reports to	Reports to Position Number	
Director, SEP	EE99439	
Incumbent	University ID #	

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University’s mission.
<p>Within the Division of Academic Affairs and organized under Student Success & Advising, the Student Enrichment Program (SEP) is, in part, a federally-funded TRIO - Student Support Services grant that provides services to students who are first-generation, low-income, or have documented disabilities. SEP exists to help retain students in their academic pursuits until they graduate from WOU. SEP coordinates and provides advising, programming, referral and resource information designed to assist students in their successful accomplishment of academic and life skills.</p> <p>SEP exists to help retain students in their academic pursuits until they graduate from WOU. SEP coordinates and provides advising, programming, referral and resource information designed to assist students in their successful accomplishment of academic and life skills. Specifically, SEP’s objectives are to assist students in academic, career, cultural, financial, personal and social areas as individual needs are assessed.</p>
B. Describe the purpose of this position and how it functions within this program.
<p>The primary purpose of the position is to develop, implement, and coordinate campus-wide programming and direct advising services to first generation college students at Western Oregon University. In addition to coordinating services and resources for first generation college students, they will provide direct advising services to students, assisting with academic planning, exploring majors and interests, identifying obstacles to their success, and referring to on and off campus support and resources.</p>

Must be able to effectively work with first-generation, low income, and underrepresented students. Must be skilled in addressing the needs of re-entry students, students in crisis, and students experiencing academic difficulty. Must exhibit cultural humility and agility, with the ability and commitment to work with students and colleagues from diverse backgrounds.

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
60%	<p>Developing, coordinating, and leading activities and services for first gen students</p> <p>The advisor/coordinator will coordinate and implement proactive advising services for all first generation students, connecting them with relevant campus resources and programs. The Advisor/Coordinator will develop services and resources to help first generation students navigate college, including but not limited to:</p> <ul style="list-style-type: none"> ● managing and coordinating multi-unit proactive advising campaigns ● developing, delivering, and coordinating workshops and other programming for first gen students ● Organize campus wide events such as First Gen Day ● Implement and coordinate first generation faculty mentoring ● Lead efforts to gain First Gen Forward status, found Tri-Alpha First Gen Honors Society chapter at WOU, and possible other professional affiliations.
30%	<p>Provide direct advising support.</p> <p>The advisor/coordinator will meet individually with first generation students as well as provide holistic advising to a small caseload (50) of SEP students.</p> <ul style="list-style-type: none"> ● 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. ● Provide guidance, support, and referrals to resolve barriers to success (financial, personal, and academic) to ease student navigating campus policies and systems. Connect students with the appropriate resources on and off campus.
5%	<p>Professional Development</p> <ul style="list-style-type: none"> ● The advisor will attend (with the approval of their supervisor) conferences and workshops to facilitate professional development, sharing the knowledge gained at professional development training with program staff. ● Remain current on new trends and research on advising, student success, and retention practices
5%	<p>Service to the office, division, and university</p> <ul style="list-style-type: none"> ● Represent SEP at events, committees, meetings, etc., often in collaboration with campus partners and stakeholders ● Participate in on-going professional development (attend relevant conferences, workshops, and review new student success and advising literature ● Actively work to ensure an inclusive, accessible, and welcoming environment for all staff and students

	<ul style="list-style-type: none">• Other duties and special projects, as assigned.

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.

- Bachelor's Degree.
- 1 or more years of professional advising, or equivalent, experience
- Excellent written and verbal communication skills.

C. Preferred Qualifications

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

- Master's degree or higher in an area appropriate to higher education administration
- Bilingual, especially Spanish or American Sign Language
- 3+ years professional experience working in an advising, student success, or retention role within higher education.

D. Knowledge Areas

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

- Ability to effectively communicate complex concepts, policies, procedures, etc.
- Ability to collaborate within and outside of the unit
- Ability to form and maintain effective relationships with students to monitor academic progress and help them develop relationships with other personnel on campus to transition to faculty advising.
- Utilize developmental and intrusive advising.
- Help students look at all the options available to them to achieve academic success.
- Advise students in academic difficulty on ways to improve their GPA and meet their goals.
- Knowledge of student development theory, advising theory, and advising approaches and applications to advising practices.

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	\$
X	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.

	Hire		Assign Work
	Transfer		Recommend salary adjustments
	Discipline		Approve requests (i.e. leave)
	Dismiss		Respond to complaints/grievances
	Layoff		Conduct performance assessments
	Promote		Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
Student Employees (average per term)		
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.

This position will need approval from their supervisor and/or unit Director when implementing changes.

Additional Information:

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

See attached organizational chart.

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		