POSITION PURPOSE:
The student resource specialist is responsible for providing a broad range of services in support of students enrolled in Gateway to College. Incumbent initiates student contact to ensure student success within program, provides career and vocational advising, admissions advising, and counsel on attendance and other issues. Researches and evaluates available community services in assisting students to remove barriers, and develops and implements recruitment and retention strategies. Designs and delivers workshops, small training sessions, and credit courses.

SUPERVISORY AND OTHER RELATIONSHIPS:
The Gateway to College Student Resource Specialist works under the direction of the Director and Associate Director of Gateway to College. The Specialist will work in collaboration with faculty and with various student support services professionals at the College. This position has no direct supervisory responsibilities.

MAJOR ACCOUNTABILITIES:
The Gateway to College Student Resource Specialist is accountable for providing the assistance needed by the Gateway to College students to assist them in attaining academic achievement commensurate with their capabilities through effective performance in these essential functions:

- Advises students on program requirements
- Works collaboratively with faculty and staff to develop strategies for keeping at-risk students in class.
- Provides support for students experiencing family, personal, or economic crises, which may impact school performance.
- Develops, facilitates, and delivers classroom instruction on various topics.
- Develops, implements and maintains marketing, recruitment and retention strategies for Gateway to College.
- Maintains an active case file on each enrolled student.

EXAMPLES OF ESSENTIAL DUTIES AND ACCOUNTABILITIES:
The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.
A. *Advises students on program requirements:* the Specialist provides advising and academic support to new and continuing students. This accountability includes such essential tasks as:
   1. Develop academic and career goals.
   2. Evaluates students’ academic history and education, including transcript evaluation.
   3. Providing resources and opportunities for students to explore career and degree options.

B. *Works collaboratively with faculty and staff to develop strategies for keeping at-risk students in class:* This accountability includes such essential tasks as:
   1. Work with faculty and department chair to keep at-risk students in class;
   2. Works with other student service departments to facilitate and address student and program needs.

C. *Provides support for students experiencing family, personal, or economic crises, which may impact school performance:* This accountability includes such essential tasks as:
   1. Helps students access needed counseling services, support networks, or community health services.

D. *Develops, facilitates, and delivers classroom instruction on various topics:* These topics include:
   1. Time management, study strategies, goal setting; learning styles, career planning, and communication skills congruent with Gateway to College pedagogy.
   2. Organizing and implementing program specific orientation events.

E. *Develops, implements, and maintains marketing, recruitment and retention strategies for program:* This accountability includes such essential tasks as:
   1. Creates brochures, orientation materials, forms and documents for distribution and/or presentation.
   2. Coordinates activities to introduce students to available college and community resources.
   3. Facilitates orientation meetings.
   4. Makes presentations to New Haven High School students, faculty and staff and other groups to explain program.

H. *Maintains an active case file on each enrolled student:* This accountability includes such essential tasks as:
   1. Maintains accurate case notes and documentation
   2. Ensures confidentiality is maintained
   3. Maintains statistical information and summary information in reports as needed
   4. Submits required paperwork according to specified timelines.
PROFESSIONAL PARTICIPATION AND DEVELOPMENT
In addition to the accountabilities listed above, Gateway to College Student Resource Specialist is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies, as assigned;
- Service as assigned on College and System committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

The Specialist will attend both program specific and divisional meetings as well as College wide Professional Staff meetings.

QUALIFICATIONS
The Gateway to College Student Resource Specialist is required to have demonstrated advanced knowledge and abilities in the following areas:

- student academic advisement and counseling
- academic retention activities
- effective study skills and learning strategies
- active learning and project based pedagogy
- effective communication and problem solving strategies

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor’s degree in Education, Psychology, Social Science, Counseling or related field together with from zero to three years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential functions.

WORK ENVIRONMENT
The Specialist typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does require occasional lifting of marketing materials and display units used for college/high school fairs. The Specialist will have to travel to public sites to make presentations as well as travel to regional or central meetings and conferences.