



SEATTLE COLLEGES
invites applications for the position of:

Hourly - Student Development Specialist

SALARY: \$21.00 Hourly

OPENING DATE: 12/06/18

CLOSING DATE: 12/26/18 04:59 PM

POSITION SUMMARY:

Learning Center Seattle (LCS) seeks a dedicated Student Development Specialist (SDS) to provide pre-college navigation support to youth reengaging in education programming. The SDS will be a self-directed individual who provides encouragement, mentoring, educational planning, resource mapping and other support services to potential and current LCS students. This position requires familiarity with the needs of a diverse student population and must foster a positive and caring environment for students. The LCS program is an Open Doors 1418 youth reengagement site hosted at Seattle Vocational Institute in the Central District of Seattle, WA.

The SDS position is 16 hours per week, paid at \$21/hr position, and reports to the Director of Learning Center Seattle.

Application Procedures **PI, ease follow the directions below:**

1. Send your updated **COVER LETTER** addressed to the Director in the body of an email
2. Attach an updated **RESUME** to the email
3. Write **STUDENT DEVELOPMENT SPECIALIST** in the subject line of the email
4. Send this to Emily Williams, Director of LCS at Emily.Williams@seattlecolleges.edu by Wednesday, December 26, 2018

Seattle Colleges are committed to recruiting dedicated faculty and staff who together create a welcoming academic climate that reflects the diverse backgrounds of our community, including ethnicity, national origin, religion, race, gender, gender identity, age, status as a veteran or disabled veteran, disability, political status, and sexual orientation.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

ESSENTIAL FUNCTIONS:

- Provide friendly and welcoming customer service to all students and their advocates visiting LCS
- Serve as a primary point of contact for youth transitioning from GED to a wide-range of post-secondary pathways
- Provide guidance to youth with multiple barriers on their short and long-term post-secondary program and career options
- Communicate program and class attendance expectations to youth in-person and via text message, phone call and email
- Work collaboratively with Seattle Education Access to provide direct assistance to students in the college enrollment process
- Lead new student intakes, high school credit deficiency calculations, schedule GED test

- appointments, and advise on students on indicators of academic progress
- Maintain and build relationships with high schools/youth reengagement programs, community agencies, and other district campuses for cross-referrals of services and program options (such as Seattle Public Schools, King County, and Ryther)
 - Maintain and build relationships with staff in student support programs across the Seattle Colleges district (such as Counseling, Advising, TRiO, Career Services, Tutoring, and Disability Support Services) for cross-referrals of services
 - Build knowledge of community resources to meet students' basic needs (e.g. food, clothing, housing, employment)
 - Provide support to program staff including but not limited to new student orientation support and community outreach
 - Provide guidance and support on a youth-led individualized plan for time management, budgeting, and self-advocacy while in college (such as scheduling classes, purchasing textbooks, coaching communications to faculty, and other pre-quarter tasks)
 - Other duties as assigned

REQUIRED EDUCATION, EXPERIENCE & ABILITIES:

- Bachelor's degree in counseling, education, student development, or related field and two years' experience providing educational services to youth in need of pre-college navigation support OR an equivalent combination of experience and education
- Demonstrated ability to work with diverse, underrepresented student populations and in a multi-cultural environment
- Demonstrated ability to problem solve and manage several projects simultaneously
- Demonstrated success in working independently while also being an effective member of a team

PREFERRED QUALIFICATIONS:

- Experience and proficiency with excel spreadsheets for data entry, including ability to verify data, check for errors, and correct as necessary
- Ability to speak additional language(s)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.SeattleColleges.edu>

Position #2018-00348
HOURLY - STUDENT DEVELOPMENT SPECIALIST
KM

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