EAST CENTRAL COLLEGE

JOB DESCRIPTION

JOB TITLE: TRIO College and Career Advisor (Grant Funded)
DEPARTMENT: Student Development
LOCATION: Union Campus
REPORTS TO: TRIO Program Director

FLSA: Exempt
LEVEL: 202
DATE: 11/19/2025 (new position)

POSITION SUMMARY: The TRIO College and Career Advisor manages a defined caseload of Student Support Services (SSS) participants, providing holistic academic, personal, and career advising to promote student success, persistence, and degree completion. This position plays a key role in ensuring compliance with federal TRIO grant objectives by tracking student outcomes, maintaining accurate documentation, and delivering services aligned with program goals. The Advisor serves as a student advocate and liaison between TRIO participants and the broader college community, helping students explore academic and career pathways, strengthen financial literacy, and achieve their educational objectives.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

- Minimum of two (2) years of related experience such as academic advising, student success coaching, or related student support services.
- Equivalent combination of education and/or relevant work experience will be considered.
- Experience working with low-income, first-generation, and underrepresented student populations preferred.
- Knowledge and ability to assist students in career exploration, transfer planning, and financial literacy development required.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Manage a caseload of TRIO SSS participants, providing individualized academic advising, personal coaching, and career guidance.
- Assist students with financial aid processes and deliver financial literacy education.
- Support student recruitment efforts, reviewing applications, and determining participant eligibility in accordance with federal guidelines.
- Develop and lead workshops focused on study skills, college transfer, scholarship searches, and other academic success topics.
- Coordinate or directly provide tutoring, mentoring, and academic support services.
- Track and monitor participant academic progress, retention, and degree completion outcomes.
- Maintain accurate, up-to-date, and confidential student records for reporting and compliance purposes.
- Act as an advocate and liaison between TRIO participants and college departments, faculty, and community resources.
- Coordinate and maintain the TRIO Learning Lab as a welcoming, inclusive, and effective learning environment.
- Ensure proper functioning of lab technology and collaborate with IT or other departments as needed.
- Identify students' needs for tutoring and coordinate corresponding academic support services.
- Assist in the preparation of the TRIO SSS grant application, annual performance report (APR), and other required documentation.
- Monitor and report program benchmarks, outcomes, and data to ensure federal compliance.
- Track student transfer, employment, and educational outcomes after program completion.
- Participate in planning, presentation, and logistics for workshops, events, and campus activities.
- Serve on college and community committees and councils as assigned.
- Maintain compliance with the Family Educational Rights and Privacy Act (FERPA).

- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

Knowledge and Skill Recommendation: Strong understanding of academic advising, student development, and retention strategies. Ability to establish rapport and work effectively with first-generation and low-income students. Excellent organizational, interpersonal, and communication skills. Proficiency in data entry, student information systems, and Microsoft Office Suite. Experience collecting and analyzing data to inform program improvements. Ability to work both independently and collaboratively as part of a diverse team.

LEADERSHIP AND COMMUNICATION SKILLS: Ability to exchange ideas, facts, information, and opinions effectively and accurately with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; excellent customer service skills; comply with policies, procedures, and instructions.

DECISION-MAKING and ANALYTICAL SKILLS: Ability to make procedural decisions; ability to interpret policy and establish methods and procedures; collaborate with others regarding marketing and process improvements. Adhere to department and college policies, procedures, and practices.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: (*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee will be required to work or meet in the evenings and occasional Saturdays.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

POSITIONS SUPERVISED: None

SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description, and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date