

Job Description

Position Title: Student Affairs Trainer Coordinator

Job Family: Student Services

Job Level: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 04

Position Summary:

The Student Affairs Training Coordinator serves as the lead to provide training for Student Affairs staff by developing, coordinating, collaborating, and implementing district-wide workshops and training sessions, and re-establishing the Pima Community College advising training model, based on the National Academic Advising Association Core Values and Advisor Competencies. This position also provides academic advising by maintaining a student caseload for Liberal Arts students; researches, collects, updates and interprets information; prepares and submits reports; and assists the Student Affairs leadership team in planning and program development

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Acts as the primary Student Affairs trainer for academic advising and enrollment services training for Student Affairs staff by developing, coordinating, collaborating, and implementing district-wide workshops and training sessions.
2. Manages a Liberal Arts student caseload, providing academic advising to include four-year transfer information and course selection; and provides information about certificates, degrees and College services, as well as develops student educational plans.
3. Provides training in person, live virtually using technology such as Zoom and Google, and asynchronously using a LMS platform such as D2L.
4. Serves Student Affairs Leadership team to support Student Services Center operations.
5. Participates in College and community committees, workshops, meetings, training sessions, taskforces, and conferences.
6. Provides technical information and interpretation of College policies, practices, and procedures; information on best practices and trends in student development theory; and Federal and state laws and regulations to students, staff, faculty, administration, and the general public.
7. Analyzes confidential student information; identifies issues and discrepancies; and formulates recommendations for appropriate action based on findings.
8. Collects and analyzes information and statistics relating to student services; summarizes findings; prepares reports; and makes recommendations.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices as well as college policies and procedures.
2. Knowledge of internal and external customer service principles and practices.
3. Knowledge of principles and methods for promoting programs and services.
4. Knowledge and application of various instructional methodologies.
5. Skill in analyzing data and drawing conclusions.
6. Skill in effective communication (both written and oral).
7. Skill in organization, coordination and management.
8. Skill in public speaking.
9. Ability to develop and maintain effective and positive working relationships.

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
- Master's degree in Student Development or a closely related field of study preferred.
- One (1) to Three (3) years of related experience in academic student services required.
- Three (3) to Five (5) years of related advisory experience in academic services or counseling preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, position, and/or transport objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License