Position Title: PROJECT SPECIALIST – STUDENT SUPPORT SERVICES (Grant funded)
Office/Department: PSE/TRIO
Location: San Antonio main campus
Work Status: Full Time
FLSA Status (Exemption Category): Exempt
Reports To: Program Director
Supervisory Responsibility: Part-time student employees
Created/Revised by (Date): S. Ramos-Sossaman, Program Director McNair/SSS
Approved by (Date): P. Vargas, Director of Human Resources

Job Summary:
Implements the delivery of program services. Maintains a student caseload and provides information and assistance to students relative to their personal, vocational, and educational problems. Assesses student’s academic strengths and weaknesses, documents student progress, and prepare reports on the delivery of program services. Coordinate, schedule, and chaperon co-curricular activities.

ESSENTIAL FUNCTIONS:
1. Provides academic advisement in course selection and reviews student progress each semester.
2. Provides career counseling aimed at increasing student awareness of career and graduate school opportunities.
4. Maintains records on the services provided to each participant and makes referrals as needed.
5. Coordinate and schedule co-curricular activities.
6. Prepares and submits a detailed report of counseling activities each month that includes a statistical account of academic action and progress for assigned SSS students.
7. Consults with faculty.

ADDITIONAL RESPONSIBILITIES:
1. Attends and participates in cultural awareness activities on weekends and evenings.
2. Attends and participates in workshops and orientation sessions on weekends and evenings.
3. Attends and participates in all staff development activities.
4. Performs other duties and responsibilities as assigned by SSS Director.

KNOWLEDGE, SKILLS, AND ABILITIES:
1. Competence in working with individuals and groups.
2. Confident in public speaking
3. Skilled in completing needs assessments.
4. Ability to establish and maintain rapport with students.
5. Excellent organizational skills.
6. Word processing, database, and keyboard knowledge and experience.
7. Ability to communicate effectively both orally and in writing.
8. Ability to read, write and speak Spanish desirable.

EDUCATION AND EXPERIENCE:
1. Bachelor’s Degree in Educational Administration, Counseling, Education, Psychology, Social Work or related field. Masters Degree preferred.
2. Experience performing duties that assist with addressing student academic and social development issues in an educational setting.
3. Experience working with TRIO eligible students or academic advising preferred.
4. Possession of a valid driver’s license with access to a reliable vehicle for off-campus activities.

Minimum Starting Salary: (Actual salary offered subject to qualifications)
 Applicant deadline: Open until filled

OLLU is a Catholic university that seeks to attract, develop, and retain the highest quality faculty, staff, and administrators. OLLU is committed to diversity and strongly encourages applications from women and minorities. EOE