Technical Professional – TRIO Student Support Services Navigator

Start Date: Fall Semester 2015

Location: Red Rocks Community College, Lakewood, Colorado


This position is grant funded. Continuation of position is contingent on availability of funding from grant sources.

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on August 21, 2015.

Summary
Under the general supervision of the SSS Project Director, the SSS Navigator will be responsible for advising, counseling, tracking, and leading small group activities for under-prepared and disadvantaged college students who qualify as SSS participants in this 5-year grant program. A primary focus of this position is to improve the retention of and support the academic program completion of first-generation and/or low-income students who become participants of the RRCC Student Support Services Project.

Responsibilities
Counsel and advise up to 140 participating students. Assist with the development and implementation of program activities which will aid participating students in their academic, career, personal and organizational success. Maintain up-to-date individual student records and reports. Assist with the direction and formulation of policies and programs that yield assistance to first-generation and/or low-income students in obtaining services available at the RRCC campus. Assist with the development and implementation of activities to promote student persistence and student growth. Assist with improving the awareness of RRCC faculty and staff about the needs of the first-generation and/or low-income students.
Assist in identifying and/or selecting eligible students to participate in the Project. Attend appropriate SSS conferences and/or SSS training as assigned.

**Qualifications**

**Minimum Qualifications:**
Master's degree in Guidance and Counseling, Education or related field and a minimum three (3) years of experience counseling/advising students.

*A combination of work experience and education may be combined to meet the education and experience requirement*

**Preferred Qualifications:**
Having overcome similar barriers and/or come from similar backgrounds to the target population for the SSS Project.
Experience working in a TRIO program.
Bi-lingual (Spanish/English).

**To Apply**
To apply for this position the following are required: (1) A completed RRCC employment application (Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. A resume will not be accepted in place of a completed application. A response of “see resume” will not be considered.

**About Red Rocks Community College**
Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: [http://www.rrcc.edu/human-resources/jobs](http://www.rrcc.edu/human-resources/jobs). Application documents may be emailed to [hrjobs@rrcc.edu](mailto:hrjobs@rrcc.edu) or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ethnic origin, pregnancy status, veteran’s
status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.