



**JOB DESCRIPTION**  
(Internal Candidates Only)

**TITLE: Advising and Retention Specialist, CAMP**

**COLLEGE/SCHOOL/DEPT:** Student Affairs/CAMP

**DATE PREPARED:** December 2018

**REPORTS TO:** Director

**FLSA:** Non Exempt Status

**POSITION SUMMARY:**

CAMP is a federally-funded program through the Office of Migrant Education (OME) designed to improve retention rates for students who are migratory or seasonal farm workers (or children of such workers). The Advising and Retention Specialist for CAMP is responsible for providing academic support to all CAMP advisees during their first/second and subsequent academic terms. Academic support will at times include discussion on the following processes/ progress: financial aid, general university requirements, student accounts, CAMP participation, and degree programs.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Monitor and maintain a caseload of our 60 students and know how they are doing during the semester and if they are experiencing any challenges.
5. Meet with CAMP participants once per semester to complete their Individual Educational and Employment Plan (ISP).
6. Resolve student advocacy requests on behalf of CAMP participants.
7. Provide academic development basic organizational and vocational skills such as; listening, studying, test-taking, problem solving, and computer skills.
8. Assist students with scholarship and financial aid resources
9. Coordinate collaborative partnership(s) with Heritage University student services, faculty, and student groups.
10. Facilitate academic and personal growth opportunities.
11. Connect students with on campus academic resources such as the Academic Skills Center (ASC) and online tutoring services.
12. Monitor the registration and student accounts status of all active CAMP participants
13. Develop and monitor the academic plan of first-year CAMP students.
14. Monitor student class attendance and academic performance, design intervention plan when appropriate.
15. Enable students to develop and explore degree options and career objectives.

16. Collaborate with Career Services staff for both customized and group trainings for CAMP participants.
17. Engage in discussion with students that includes job shadowing, mentoring, and internship opportunities.
18. Participate in program planning and sponsored activities that may be held during regular work hours, evening hours, and weekends.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Other duties as assigned by the CAMP Director.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

**1. Knowledge:**

Bachelor's degree required, with preference in a STEM related field, master's degree preferred; 2-4 years' experience preferably in a higher education, working with grant programs; working with students in a college setting or high school setting, and demonstrate ability to develop effective working relationships with faculty, campus officials, staff, and community agencies and school and students from diverse backgrounds required.

**2. Skills:**

Understanding and/or experience with migrant populations, post-secondary education environments, academic advising and career planning, and financial aid.

Experience working with diverse populations, prior experience working with migrant/seasonal farmworker families and programs preferred.

Strong interpersonal skills, ability to communicate in an advising capacity, able to present information to groups, and lead group through various STEM activities for CAMP related events.

Bilingual/biliterate/bicultural in English/Spanish is preferred

**APPLICATION INFORMATION AND DEADLINE** Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application    LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948