

Open Position: Student Support Specialist

Program: Las Positas College Engineering Technology Program
A Program of the Silicon Valley Engineering Technology Pathway (SVETP)

Program Description:

The Engineering Technology Program is a cohort-based learning community resulting in an A.S. in Engineering Technology. Students, primarily post-9/11 veterans, will move through math, engineering, English, welding, classes as a group through four semesters at Las Positas College. The program combines a number of best practices in Community College education including guaranteed block scheduling, accelerated and contextualized math instruction, supplemental tutoring, curriculum contextualized to engineering industry, exposure to engineering technologist careers, and engineering internships at top laboratories including Lawrence Livermore National Lab. The role of the Student Support Specialist is to work with students individually, and as a group; and faculty to ensure overall success and retention as well as to coordinate the varied program activities.

The Silicon Valley Engineering Technology Pathway is a program funded by the California Department of Education's Career Pathways Trust grant. As such, this program at Las Positas College is part of a larger coalition of colleges providing cohort-based learning communities with STEM degrees.

Description of duties, responsibilities:

- Provide wraparound student support to all participants in the cohort in order to help them address challenges inside and outside of school including, but not limited to, developing successful study habits, communicating and working individually with faculty, attaining work experience, transfer prep, Financial Aid assistance, referrals to on- and off-campus services as needed, etc
- Work with faculty and project partners to deliver high-quality and engaging program orientations in order to build cohort community, introduce faculty and partners, and implement study skill development
- Attend most class sessions in order to monitor student attendance, course content, student achievement, and maintain a handle on concepts taught in class to liaise with program tutors.
- Maintain detailed tracking records of students' progress, grades, GPA, internship availability, etc and share with necessary college personnel.
- Oversight of project activities including maintaining and recruiting 25-30 students in each cohort.

- Work with Growth Sector and employer partners to prepare students for application to internship opportunities at Lawrence Livermore National Lab, NASA Ames, Lawrence Berkeley Lab, and additional employers.
- Coordinate regular meetings between faculty in the cohort to discuss curriculum, individual students, and enrichment programming
- Coordinate math tutoring sessions and keep tutor notified of current concepts covered in class and specific individuals needing additional assistance
- Meet with each student individually at least once per month to assess progress, relay information from professors, make necessary referrals, etc.
- Organize and facilitate study skills workshops as needed covering topics such as, but not limited to, Time Management, Stress Reduction at School, Resume Writing, etc.
- Liaise with College administration, Math Department, Veterans First Center, Lawrence Livermore National Lab, and other program partners to ensure proper course delivery, tutoring, planning for future semesters and academic counseling services are being provided
- Plan and facilitate other enrichment opportunities including field trips, graduations, career panels, speaker series, etc.
- Create and distribute all program marketing materials including fliers, applications, etc.

Details:

- The position is for an independent contractor of Growth Sector- a nonprofit workforce intermediary located in San Francisco, CA. This particular position is based at Las Positas College in Livermore, CA.
- The position is a full-time position.

Application Deadline: September 4, 2015

Start Date: October 1, 2015

To Apply:

Interested candidates can submit resumes to Gabe Hanzel-Sello, Growth Sector Program Manager, at Gabe@growthsector.org. Gabe can also be reached for questions at (415) 359-5788.