

**NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**JOB DESCRIPTION**

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|------------------------|---|
| <b>TITLE</b>           | <b>TRIO</b> Student Support Services (SSS) Multicultural Academic Specialist  |
| <b>DIVISION:</b>       | Academic Services   |
| <b>SUPERVISOR:</b>     | <b>TRIO</b> Student Support Services (SSS) Coordinator  |
| <b>BASIC FUNCTION:</b> | Up to 28 hours per week, 12 months per year. This position assists TRIO students throughout the college process   |
| <b>QUALIFICATIONS:</b> | <b>Required:</b><br>Associate of Arts or Associate of Applied Science, or working towards the degree<br>Experience in working with diverse student population<br><b>Preferred:</b><br>Bilingual in English, Spanish, and/or other languages |

**DESIRED QUALITIES AND CHARACTERISTICS:**

1. Experience in the area of support services or administration.
2. Must possess good oral and written communication skills.
3. Demonstrates professionalism in dealing with students and an understanding of populations served by TRIO.
4. Demonstrates ability to work independently.
5. Possesses skills in maintaining accurate and detailed reports.
6. Demonstrates knowledge of issues facing diverse students

**DUTIES/RESPONSIBILITIES:**

1. Provide academic advising/tutoring for students experiencing academic difficulties
2. Provide advising for students seeking transfer information
3. Coordinate and travel for college visits to four-year institutions
4. Travel with students to academic and cultural activities.
5. Serve as a resource for students with non-academic personal concerns and refer students to the NCC counseling or other agencies as appropriate.
6. Maintain student, project compliance, and performance records.
7. Meet with faculty to determine student achievement.
8. Attend staff, state, regional, and/or professional meetings to promote continuous professional growth.
9. Promote and maintain open communication with other SSS staff and NCC college staff.
10. Demonstrate and practice NCC Service Vision.
11. Actively participate in college committees.
12. Coordinate and recruit for the Multicultural Committee on campus.
13. Assist diverse students with challenges they face at a community college.
14. Work within the TRIO budget to implement and improve cultural activities on and off campus.
15. Conduct conferences and workshops as appropriate
16. Identify and implement appropriate evaluation procedures for project activities
17. Document all services, project compliance performance, and staff accountability issues.
18. Other duties as assigned.

**GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:**

N = Not Applicable

F = Frequent (34-66%)

O = Occasional (10-33%)

C = Constant (65-100%)

- O Stooping: Bending body downward and forward by bending spine at the waist.
- O Kneeling: Bending legs at knee to come to a rest on knee and hands.
- O Crouching: Bending body downward and forward by bending leg and spine.
- N Crawling: Moving about on hands and knees or hands and feet.
- O Reaching: Extending hand(s) and arm(s) in any direction.
- O Standing: Particularly for sustained periods of time.
- F Sitting: Particularly for sustained periods of time.
- F Walking: Moving about on foot to accomplish task, particularly for longer distances.
- N Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward.
- N Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- O Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- O Grasping: Applying pressure to an object with the fingers and palm.
- F Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- F Hearing: Perceiving the nature of sounds.
- O Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (5 ft. height)
- N Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- O Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- F Visual Acuity: View computer and/or close visual work less than 18" of distance.
- O Travel: By means of transportation to on-and-off campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

**ENVIRONMENTAL CONDITIONS**

None. Worker is not substantially exposed to adverse environmental conditions. Conditions are those of a typical office. This position may require extended periods of time at a computer. Work is expected to be confined to indoor and on campus activities with the exception that the individual may be required to supervise some student activities off campus.

**The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**

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**WAGE/SALARY RANGE:** \$15.00-\$17.00/hour

**APPLICATION CLOSING DATE:** Applications accepted until the position is filled.

**APPLICATION PROCESS:** If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. **Do not** state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. **When indicated, copies of all academic transcripts must be included.**

**SELECTION PROCESS:** Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

**FOR INFORMATION CONTACT:** Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907

***Nondiscrimination in Education***

*It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).*

*If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email [equity@nwicc.edu](mailto:equity@nwicc.edu), phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).*