

## **Student Success Specialist: Duties & Responsibilities**

The Student Success Specialist is responsible to the Director of Student Success for providing all student success programming at Vernon College. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific duties include:

1. To provide student advisement (including degree planning and course transfer), student Emotional Support Services and Intervention, and assessments to VC students.
2. To provide intensive guidance to assist students in navigating developmental courses as a way to identify and utilize support services within and outside of the College.
3. To provide intensive guidance to students who do not meet Academic Good Standing per Academic Standards to identify and utilize support services with the College including tutoring opportunities.
4. To provide intensive guidance to students identified through the faculty initiated early alert system through academic coaching.
5. To provide intensive guidance to assist other identified at-risk students including the identification and utilization of support services within and outside of the College.
6. To implement and maintain processes and procedures to enhance retention, academic progression, completion of a certificate or associated degree, transfer, student engagement, and effective advisement.
7. Evaluate and process student college readiness status as required by the Texas Success Initiative.
8. To assist with the collection and analysis of data pertaining to high impact guidance and intrusive advising activities and programming.
9. To serve as a liaison to potential at-risk students helping them to navigate entrance/enrollment needs and requirements.
10. To work collaboratively with the PASS Center, faculty, and staff to direct students with tutoring needs to appropriate assistance.
11. To have a basic knowledge of all Vernon College programs including entrance requirements, and class scheduling.
12. Assist with all student success programming including orientations, presentations, workshops, and professional development including new student orientation, student success workshops, and first generation programing.
13. Assist with all individualized student success programming including academic coaching, advising, emotional support services and intervention, and academic improvement.
14. Provide direct support to Student Success Advisors (General Transfer, Career and Technical Education and Special Population).

15. Serve as a resource to the faculty in assessing student needs.
16. Assist with the maintenance and updating of all student success programming resources, materials, and forms.
17. To make recommendations to the Assistant Director of Student Success, Director of Student Success, and Vice President of Student Services and to assist with processes and practices to enhance efficient and effective student success programming, student engagement, retention, and completion.
18. Function as a team member of the Division of Student Services professional staff in the development and implementation of processes and procedures necessary to accomplish the goals and philosophy of the division and the College.
19. Perform other duties as assigned.

Revised: 3/11/21, 06/06/22, 03/10/23, 7/3/25