

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
AUGUST 2021

TITLE: Advisor and Grant Navigator
POSITION: Exempt, Temporary Half Time position (Grant Funded)
DIVISION: Student Affairs
SUPERVISION RECEIVED: Dean of Student Success
SUPERVISION EXERCISED: None
SALARY: \$22, 650 plus Montana University System Benefits

JOB SUMMARY

The Grant navigator will support Dawson Promise students from recruiting through persistence and graduation. The Grant Navigator is a liaison with others across the state to recruit Dawson Promise students. This position works with high school counselors, homeless liaisons and others. The Grant Navigator collaborates with local resources to support these underserved students. This position mentors and advises Dawson Promise Students. The Grant Navigator manages the Youth Homeless Demonstration Project Grant (YHDP).

Dawson Promise is a program aimed at helping unaccompanied youth, homeless youth, or youth aging out of the foster care system obtain a two-year education without debt. Through Dawson Promise, students are provided opportunities that may have previously seemed out of reach. Dawson Community College commits to providing housing, education and meal plans to all Dawson Promise Students.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Dawson Promise

- Create and implement detailed communication plan for Dawson Promise students and supporters to facilitate transition to campus
- Recruiting of Dawson Promise students through high schools and other venues
- Intrusive Advising including academic planning for DCC graduation and help with planning of and application for post-DCC plans (Transfer or job search/placement)
- Mentoring and general guidance – provide students with “college knowledge” that is often not a part of the social capital garnered by first-generation students and/or unaccompanied minors
- Lead workshops to support student success, including Growth Mindset, Budgeting, Time Management, Talking to Instructors,
- Student Transitions and Academic Resources including success contracts

- Collaborate with campus partners (financial aid, housing, dining, tutoring, etc.) to facilitate campus onboarding and provide access to services
- Serve as a point of contact for students, parents, high school staff and college staff for questions about the Dawson Promise program.
- Develop and maintain a Dawson Promise peer mentoring program including possible Summer Bridge program for Dawson Promise students? DCC 101 and co-req for math or English
- Attend YHDP mandatory trainings on student support including underserved student groups such as LGBTQIA2+, Indigenous Students, and more.
- Track students HMIS and DCC tracking spreadsheets in order to track services delivered
- Work with YHDP/HUD and eLOCCS to draw down funds for grant, track on a quarterly and annual basis and prepare financial services for audits
- Work with Education Leads Home (ELH) Montana team to develop continuum of care
- Partner with organizations across the state of Montana (e.g., Chaffee), to build connections for students aging out of foster care
- Other duties as assigned

Academic Advising/Practices

- Intrusive Advising for all students – targeted outreach to different student groups
- Early Alert (instructors fill out EA forms which go to advisor, advisor follow up with student)
- Provide training and professional development to faculty advisors
- Pre-Registration outreach (prospective students, new students, and current students)
- Non Registration outreach (currently/previously enrolled students who have not enrolled for upcoming semester and have not completed program)
- Effectively communicate academic policies and procedures to students and campus partners
- Complete semester audits to encourage “15 to finish”
- COLS 103 late start/intersessions for students on academic probation?
- Goal setting and graduation/transfer planning (including follow up after DCC)
- Assists students in exploring careers, evaluating academic abilities and setting goals.
- Orientation support
- Keep detailed records of student interactions and support the collection and analysis of student outreach and retention data to make data-informed decisions about advising
- Onboard new faculty with regard to advising practices and develop/implement training plan for new advisors
- Work with curriculum committees/schedule planning
- Maintain working knowledge of academic program options as well as student support opportunities to provide effective and informative advising
- Actively participate in website/catalog updates in order to facilitate effective communication
- Communication planning/implementation (campaign calendars, outreach strategies, analyze outcomes)
- Collaboration with departments to identify barriers to success and find solutions based on academic policy and individual student situations
- Centralized assessment of student communications, student support services
- Provide and facilitate consistent advising experience for all students
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Dean of Student Success so that they may be included and published in the college’s Annual Security Report. CSA's are required

to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)

- Other duties as assigned

PERFORMANCE STANDARDS:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment – Assesses annual performance and works closely with Supervisor.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Required Qualifications

- Bachelor degree or combination of education and experience
- Higher education experience
- Experience with navigating the transition process from high school to college
- Experience with external partnerships to support underserved youth

Preferred

- Advising experience
- Counseling experience
- Experience in student support services

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Katherine Carrier, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: kcarrier@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____ DATE: _____