



College Success Programs

Office of Academic Engagement
WASHINGTON STATE UNIVERSITY

Teacher Prep SSS Project Advisor

Position Description

Program Information

The WSU Teacher Preparation Student Support Services (Teacher Prep SSS) is an initiative of the Office of Academic Engagement funded by the US Department of Education. We work closely with the College of Education to support future teachers for increased engagement, persistence, and graduation rates. Eligible students are those from low-income, first generation households and those with disabilities. Teacher Prep SSS provides a supportive community, personalized advising, academic development, peer and professional mentoring, emergency grant aid and financial wellness, and many other means of support to ensure students are successful during and after their time in college.

Position Summary

The Teacher Prep SSS Project Advisor is primarily responsible for providing holistic guidance to assigned program participants through consistent and proactive evaluation of participant academic progress, intervention with appropriate support, and referral to appropriate resources. The Advisor develops, implements, and supports the daily delivery of services to participants and is responsible for the maintenance of assigned participant records. Additionally, the Advisor will ensure participants meet requirements of active involvement in the program so that the goals and objectives of the grant are met. *Individuals who are first-generation college students or from low-income backgrounds are encouraged to apply.*

Required Qualifications

- Bachelor's degree and one (1) year experience providing student services
- Excellent communication skills and interpersonal skills
- Willingness and availability to work irregular hours (evenings and weekends, as needed)

Preferred Qualifications

- Knowledge of university student academic regulations, policies, and procedures
- Knowledge of learning strategies and accommodations for diverse populations, including academically underprepared and underrepresented students
- Experience developing and providing student programming (academic skills, career development, cultural events, leadership, tutoring, mentoring, etc.)
- Knowledge of teacher preparation/education academic and certification requirements

Employment: January 4, 2021- May 28, 2021. Candidates available to continue employment during summer 2021 and 2021-22 academic year will be given preference. 20 hours weekly, typically M-F with some weekends/evenings

How to Apply: Send the following application materials to Teacher Prep SSS Project Coordinator, Josefina Galvan (j.galvan@wsu.edu), no later than December 16, 2020.

- Cover letter, including how you meet required and preferred qualifications
- Resume or CV
- 3 references with contact information