POSITION DESCRIPTION

TITLE: DeSousa-Brent Advisor, DeSousa Brent Scholars Program – (Contingent, Temporary)

Collective Bargaining – Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

This position reports directly to the Director of the DeSousa Brent Scholars program and assists with the delivery of co-curricular programming for DeSousa Brent as well as individually advising DeSousa-Brent scholars. The DeSousa-Brent Advisor will coordinate comprehensive programs designed to connect DeSousa Brent Scholars to one another and to the College, to assist new students in transition and to support all DeSousa-Brent Scholars with their progression through four years at the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- In conjunction with the DeSousa Brent Scholars Program Director, assists with the planning and implementation of student programs.
- Coordinates the selection of and training for peer mentors.
- Assists with developing and operating the annual Summer Bridge Program for DeSousa-Brent, focusing on the co-curricular elements; Assists the Director with other aspects of Summer Bridge.
- Serves, in conjunction and under the guidance of the Director, as an advisor to all DeSousa-Brent scholars to aid in their transition to SMCM and support their progress toward their degrees.
- Works cooperatively with campus programming units to deliver service and social change programs through student clubs, academic departments, and student affairs offices.
- Assists in additional DeSousa Brent Scholars programming as requested.

MINIMUM QUALIFICATIONS:

- Education: Bachelor’s degree required.
- Experience: One-year experience with peer support, residence life, or student affairs desired.
- Excellent written, oral, and interpersonal communication skills are required.
- Consistent with the foundational principles of the DeSousa Brent Scholars program, applicants must demonstrate commitment to supporting students who are traditionally underrepresented in higher education.
• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.