

3VANSTON TOWNSHIP HIGH SCHOOL

District #202

1600 Dodge Avenue

Evanston, IL 60204

www.eths.k12.il.us

POSITION: Student Success Center Specialist Category 3

REPORTS TO: Director of Activities & the Student Success Center

Purpose Statement: Nicknamed “The Hub,” the Student Success Center at ETHS serves as a one-stop shop that fosters interactive learning and collaboration by providing students with a central location to access programs, facilities, and services. The mission of the ETHS Student Success Center is to maintain an accessible, inclusive and purposeful environment that provides a variety of student-centered services and supports, including: College & Career Services, Academic Department Study Centers, In-School Credit Recovery, Student Activities Office, Community Service Office, Homework Center, Youth Job Center; Y Achievers, and Study Halls.

MINIMUM EXPERIENCE AND EDUCATION:

- 60 college credit hours relevant to position
- Experience working with and cultivating positive relationships with diverse groups of young adults
- Excellent organizational and communication skills
- Ability to work independently and on a team in the public school setting, with staff, students, community members and partners, visitors, and families in a fast-paced environment
- Strong proficiency in Microsoft Office (Outlook, PowerPoint, Excel, Word) and Google Applications (Google Docs, Google Calendar, Google Sheets, Gmail, etc.).
- Ability to compute, process, and interpret data from a variety of sources
- Comfort in student-centered environment that values equity, creativity, self-motivation, professionalism, reliability, and accountability

SKILL REQUIREMENTS/QUALIFICATIONS/KNOWLEDGE:

The Student Success Center Specialist position requires a demonstrated ability to build and maintain healthy relationships with high school students. A successful candidate will be able to supervise students in a fast-paced environment with minimal guidance and handle multiple tasks simultaneously. The ideal candidate is savvy in providing customer service that is affirming and thorough, enjoys working with both teenagers and adults, has excellent interpersonal and communications skills, and is able to create and maintain a productive learning and working environment for students.

ESSENTIAL JOB FUNCTIONS:

- Open and close the Student Success Center on a daily basis
- Compile, write, and edit announcements, calendars, and messages on presentation screens

- Advertise school/center activities and events on monitors and table and wall displays
- Recruit, train, and supervise student volunteers (Hub Greeters); accurately report their community service hours
- Track daily student attendance and generate reports for school administration
- Manage the distribution of supplies, textbooks, keys, and student passes
- Welcome students, staff, tutors, visitors, and guests into the center
- Monitor student behavior to ensure academic productivity in the center
- Reconfigure room set-ups and layouts for daily usage to accommodate events and center programming
- Support the operations of special events taking place in the center
- Ensure the center is maintained at all times
- Distribute student snacks and return food to Nutrition Services on a daily basis
- Respond to inquiries regarding the center's policies and operation
- Support the operations of special events taking place in the center
- Assist with set-up and operation of school-wide Student Activities Department functions (i.e. CandyGrams, school dances, fieldtrips, Fairs)
- Other duties as assigned

TERM OF EMPLOYMENT: 10 Month

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires sitting, walking and standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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