I. OBJECTIVE

The objective of the “Success Guide” apprentice position in the Guiding Panthers to Success (GPS) Centers is to develop para-professionals who can provide leadership and expertise in framing and helping students to complete personal, educational, and professional goals. This classification works through a learning lab, tutorial center, learning resource center, or the equivalent, and this group regularly refers students to appropriate Student Services programs and personnel.

The “Success Guide” apprentice position is essential to the effectiveness of the GPS Centers by supporting the college mission to provide holistic and comprehensive student support for personal, academic, and professional success. The “Success Guide” apprentice not only provides instructional support for faculty and other staff members, but also develops skills, abilities, and sensitivities for assisting a diverse adult population in an educational setting.

“Success Guide” apprentices will develop and employ an understanding of counseling related skills to support new and continuing students’ retention, achievement, and completion. This position will also develop the necessary skills to utilize communication systems and technology to support instruction, promote achievement, and/or perform other duties as assigned.

The “Success Guide” apprentice provides support through individual and small group advising, directed learning activities, learning groups, and instructional technology. “Success Guide” apprentices will develop an understanding of student learning styles, implement learning programs based on various identified keys to supporting student progress on goal, and develop skills necessary to address the special needs of under-prepared students, especially those with disabilities and second-language problems.

II. DURATION

The “Success Guide” apprentice is allowed to work a maximum of nine (9) terms of employment, consecutive or cumulative, including summer sessions and for no more than 3 calendar years. Employment for apprentices is short-term, temporary, and may not work more than 170 working days or more than 980 hours during the fiscal year.

III. SPECIFIC QUALIFICATIONS

A. Minimum Qualifications
   - Bachelor’s degree from an accredited institution in a human services related major including but not limited to psychology, human services, sociology, social work, or behavioral science.
   - Candidate in a Master’s degree program in counseling, educational counseling, psychology, social work and other related programs.
Hourly Rate: $15.00/hour

- Excellent oral and written communication skills.
- Ability to clearly and effectively communicate campus and department policies to students.
- Ability to establish and maintain effective working relationships with students, faculty, and staff.
- Sensitivity to students of various academic, socioeconomic, cultural, religious, disability, and ethnic backgrounds.
- Computer fluency with Microsoft Word, Power Point, and various internet tools.
- Ability to organize and deliver effective public presentations.

IV. ASSESSMENT

The “Success Guide” apprentice works under the direction of the GPS Counselor and progress is measured each semester through direct observation, mentoring, on-going training sessions, and periodic self-evaluations.

V. RECOMMENDATION FOR EMPLOYMENT

Dean of Instructional Support

VI. APPROVAL

Chaffey College Governing Board