

- Motivate SSS eligible students to complete Associate's Degree and pursue four-year degrees.
- Track students' transfers, utilizing Student Clearinghouse.
- Inform local communities of the SSS program, including meetings, presentations, articles, activity calendars, events, posters, brochures, newsletters and reports designed to inform others about the SSS program and generate referrals of students to the program.
- Attend professional development as required by the grant and/or college.
- Assume related duties and responsibilities as assigned.

Employee: _____
Signature

Date: _____

All job descriptions are subject to revision based on changing needs of the college.