



**Office of Human Resources**  
125 College Drive  
Casper WY 82601  
307.268.2727  
Fax 307.268.2065  
www.caspercollege.edu

***Education for a Lifetime...***

*Casper College employees:*

- \* *Promote personal, professional and academic growth of the entire college community*
- \* *Provide open access and affordability*
- \* *Enhance a culture of trust, respect, and open communication among all participants*
- \* *Encourage diversity of thought, culture and experience*
- \* *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- \* *Provide service to community*
- \* *Embrace accountability and responsibility*
- \* *Foster and maintain an enriching campus environment*
- \* *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

**Selection Process**

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

# Student Success Advisor Position Opening

This position provides mentoring and tutoring for junior high and high school students for the GEAR-UP program.

**Duties Include:**

- Provide tutoring in various academic school subjects and mentoring concerning educational, behavioral and life issues
- Maintain 70 person participant case-load
- Assist with planning and participate in student activities including researching activities, finding and arranging experts to lead activities
- Availability for overnight out of town travel and various excursions
- Maintain student data base, assist in financial record keeping and creation of monthly status reports, coordination of staff training
- Be a point of contact for students and parents during scheduled hours
- Conduct phone contacts and surveys with local businesses.

**Qualifications:**

- Associate's or equivalent college required, bachelor's degree desirable
- Valid Wyoming Driver's license and good driving record
- Computer proficiency; strong organizational, planning and implementation skills; experience supervising group activities
- Proven ability to communicate effectively and maintain confidentiality.
- Willingness to be flexible with hours and duties
- Authorize and have a successful screening background check for any record of allegations of child abuse or neglect through Natrona County School District Central Services

**To apply please submit:**

- Completed Casper College applicant data release form
- Letter of interest addressing specific qualifications for the position
- List of three references including relationship and complete contact information
- Current resume and copies of transcripts

**Announcement date: February 5, 2010**

**Applications accepted through: February 22, 2010**

**Starting date: As soon as possible**

**Compensation:** Classified Staff Grade 9; annual starting \$31,549 at 40 hours per week

**NOTE:** This is a full-time 12 month position and can be filled at 40 hours per week or 30 hours per week; eligible for benefits; grant funded and continuation is subject to funds availability.