

TRIO Advisor, Student Support Services Grant
Lee College

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Posted Nov. 5, 2025, set to expire Nov. 17, 2025

Job Title	TRIO Advisor, Student Support Services Grant
Department	
Institution	Lee College Baytown, Texas
Date Posted	Nov. 5, 2025
Application Deadline	11/17/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services Counseling Services
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Job Description

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TRIO Advisor, Student Support Services Grant

Salary: \$57,512 - \$60,445

Job Type: Full-Time

Job Number: FY2300636

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Please note: This is a grant-funded position.

Starting Salary Range is \$57,512 - \$60,445. The initial salary offer is commensurate with education and related work experience.

Using a case management model, advise and assist low-income and first-generation college students, and students with disabilities in identifying their values, interests, abilities, and in clarifying their academic and career goals. Determine student eligibility and assess need for academic support. Use effective case management to assist TRIO SSS program participants in developing individual educational plans and college success skills. In addition, advise and assist TRIO SSS program participants in post-secondary course selection, develop prevention and intervention strategies, and schedule frequent meetings with TRIO SSS program participants to monitor individual progress toward academic goals.

Essential Duties & Responsibilities

- Assist TRIO participants in developing individual educational plans and college success skills.
- Advise and assist TRIO participants in post-secondary course selection and academic advising.
- Monitor TRIO participants' academic progress through interventions with participants, tutors, and faculty.
- Maintain timely electronic file documentation of eligibility, services provided, and academic progress in confidential files.
- Determine student eligibility and assess the need for academic support.
- Assist TRIO participants with college transfer assistance and career exploration.
- Work collaboratively with other departments on campus to strengthen TRIO Student Support Services program.
- Provide degree path/plans and explain degree and certificate programs to TRIO participants.
- Assist with the resolution of academic issues as an advocate for TRIO participants.
- Assist with financial aid application and process, as well as exit procedures required for loans.
- Conduct academic workshops throughout the academic year.
- Assist grant director with reports, data collection, and program evaluation.
- Conduct classroom presentations to promote TRIO Student Support Services.
- Assist with the organization of college trips and student conferences for TRIO participants.

Additional Duties & Responsibilities

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- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's degree in Student Personnel, Psychology, Sociology, Education, or closely related fields or a Bachelor's (or higher) degree in any field plus two (2) years of relevant experience
- Two (2) years of related work experience
- Previous experience in academic advising and/or financial aid
- Knowledge of the transfer process to four-year institutions
- Experience working with a broad population of students
- Ability to work collaboratively with faculty, administrators, and other staff members
- Ability to collaborate with students, faculty, and staff who represent a broad range of experiences and needs, including individuals with disabilities.
- Knowledge of student development, learning strategies, and advising techniques
- Experience with case management
- Experience with Federal Financial Aid application and process
- Knowledge and skills with computer operations and data systems
- Work with confidential and sensitive information
- Ability to work independently and as a team member
- Excellent oral and written communication skills
- Must be available to work a flexible work schedule with mandatory evenings and weekends

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/5131030/trio-advisor-student-support-services-grant>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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