



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

CLASSIFICATION CODE/PAY GRADE:

94212/99

BARGAINING UNIT:

N/A – Externally Funded Intermittent

Academic Encourager – Externally Funded Intermittent

SERIES PURPOSE: The purpose of the Academic Encourager occupation is to advise and assist students on scholarship in the Y-Star program.

CLASS CONCEPT: The class works under general supervision and requires knowledge of advising and communication skills to ensure students make good decisions when dealing with challenges of first-time college enrollment. Builds relationships with students, parents, and the public. Incumbents assist students with academic support, assess student needs, and track and follow up on student progress.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Advises and assists students in the Y-Star Program.

Assesses needs of students; tracks and follows up on student progress.

Communicates with students, parents, and the public to ensure students maintain attendance, punctuality, and academic achievement.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: rules, guidelines, and procedures pertaining to student achievement.

Skill in: communication.

Ability to: develop and maintain a good rapport with students, parents, and the public; define problems, establish facts, and draw valid conclusions; communicate with students, co-workers, parents, and the public.

(*) Developed after employment.

Effective 03/29/2020

MINIMUM QUALIFICATIONS: Completion of a Bachelor's degree in a relevant discipline; experience in advising, communication, and public relations; must interact with students, parents, and the public.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable