
Job Title	Student Support Assistant
PVN ID	LA-1809-002714
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Wellness Center
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	10.00-19.00
Closing Date	Nov 11, 2018 (Or Until Filled)

General Description

Functional Title:	Student Support Assistant
Division:	Student Affairs
Department:	Wellness Center/LaGuardia ASSIST
Reports To:	Manager of Health and Wellness Education and Grant Development

Job Description:

Summary:

Under The direct supervision of the Manager for Health and Wellness Education and Grant Development, the **Student Support Assistant** is responsible for working with students who are part of the LaGuardia ASSIST program and who present themselves as students on the Autism Spectrum (ASD) or who have severe social anxiety. This role focuses on addressing social and academic issues related to social discomfort in class and generally on campus that include the following:

- **Executive Functioning**
Studying; Organize and write papers; Keep track of tests, assignments and appointments; Plan for long-term assignments.
- **Social Interaction**
Understanding one's social interaction style; Join a campus club if desired; Make friends on campus if desired, Work in a group.
- **Self-Advocacy**
Ask for help; know what is needed; Explain needs
- **Self-Regulation**
Handle changes to schedule and/or plans; Think of solutions to problems; Handle feelings in order to be able to continue class and class work, and achieve personal goals.

The ASSIST program organizes services to students with ASD specifically focused on social isolation/social anxiety issues using the concepts of universal design. This consists of using SMART goals coupled with positive psychology, motivational interviewing techniques where the client establishes his/her goals rather than formulation them with input. Other duties include the following:

Assess ASSIST students' presenting needs and connect them to the best available campus and community support services (Triage).

- Help students become familiar with university resources; advise and refer students to appropriate university resources, as the need arises.
- Act as point person and assist in the planning and participation in club fairs, tabling, and other outreach activities aimed at promoting awareness of the services offered by the Wellness Center.
- Assist in conducting workshops and outreach for faculty and staff to provide increased awareness on campus to the emotional challenges, needs and resources for students on campus.
- Identify external community-based organizations that provide mental health and social services.
- Complete intake and referral forms for counseling charts.
- Maintain accurate data for staff on session summary notes, referrals and activity logs for monthly report production.

Other Duties

Qualifications

- One to two years experience in field of Social Services within a Community College or Autism Spectrum program.
- Associate's degree and excellent communication and presentation skills; strong organizational skills
- Must have working knowledge of Microsoft Excel, Word, and Power Point
- Ability to disseminate information clearly and concisely with providers and colleagues
- Willing to work flexible hours, including some evenings if necessary