

Student Success Specialist - Multiple Positions (ESL,
Veterans Services, CASA, & Counseling)
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261208>

Downloaded On: Aug. 22, 2025 10:50pm

Posted Aug. 18, 2025, set to expire Apr. 28, 2026

Job Title Student Success Specialist - Multiple Positions (ESL, Veterans Services, CASA, & Counseling)

Department Student Success

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Aug. 18, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/5036324/student-success-specialist-multiple-positions-esl-veterans-services-casa>

Apply By Email

Job Description

STUDENT SUCCESS SPECIALIST

Click here for the full **Job Description/Classification Specification**

CSEA Range 25; Full-time/Non-Exempt; 40 hours per week; 12 months per year

*One of the positions, identified below, is a 10-month position with June and July off.

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Projected Recruitment Timeline

Anticipated Application Screening Period: September 17-24, 2025

Tentative First Interviews: The Week of September 29-October 3, 2025 (**Zoom**)

Tentative Second Interview Date: The Week of October 6-10, 2025 (**In-Person**)

Anticipated Start Date: December 1, 2025

POSITION HIGHLIGHTS

Student Success Specialists assist with development, implementation and evaluation of activities designed to increase student retention, persistence and completion. Provides guidance and support for Butte College students who need assistance staying on track for degree completion. Enhances student success by assisting with a variety of programs and services that include personal coaching, on-going support and follow-up; developmental workshops, degree progress consultations and referrals to other on-and off-campus resources. The Student Success Specialist also assists with supporting students who are not making satisfactory academic progress for financial aid.

We are hiring for multiple positions, as listed below:

Position 1 - English as a Second Language (ESL): The Student Success Specialist directly supports students in ESL courses. They attend ESL classes on the main campus (in Oroville) as well as at satellite campuses (in Chico and Orland) and meet with students during office hours. The position requires strong collaboration with faculty and campus support service staff. The Student Success Specialist will work with English language learners who speak a variety of first languages including, but not limited to Spanish, Arabic, Mandarin, and Hmong.

This position is a 10-month position, that's off in June and July off. The work schedule is Monday through Thursday, 10:00 a.m. - 8:30 p.m. with Fridays off.

Position 2 - Veterans Services: In the role of Student Success Specialist for Veterans Services, you will provide individualized coaching and mentoring to veteran students and dependents, assisting with VA Education Benefits applications and certification. You will support academic success, retention, and program completion by developing early intervention strategies, conducting needs assessments, can creating action plans for students on academic probation. Collaborating with the Veterans Service Supervisor, you will help students overcome challenges and ensure their academic and personal growth.

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You will collaborate extensively with campus departments and external agencies to connect veteran students with crucial resources, including counseling, financial aid, and career development services. Additionally, you will coordinate workshops tailored specifically to veterans, covering topics such as transitioning to civilian life, financial literacy, and career development. This role will require you to maintain accurate records of student interactions and progress in the college's Student Information System (SIS), ensuring compliance with Veterans Affairs (VA) requirements.

This position is a 12-month position and is contingent on categorical funding. The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m. with Friday off.

Position 3 - Center for Access, Success and Achievement (CASA): This position plays a role in uplifting Butte College's Hispanic-Serving Institution (HSI) efforts by advancing equity-focused initiatives and fostering a culturally responsive support system for students at Butte College. The Student Success Specialist supports the success of Hispanic/Latinx and low-income students through activities that promote retention, persistence, and degree completion. This includes providing guidance, personal and academic coaching, and workshops tailored to the needs of these student populations. The role also involves connecting students to on and off campus resources to help students stay on track academically and help meet educational and career goals.

This position is a 12-month position and is contingent on grant funding. The college has committed to institutionalizing CASA's associated personnel and operating costs upon the completion of Title V funding. As part of the project's institutionalization plan, Butte College will fund a percentage of associated personnel costs throughout Years 3 to 5 of the grant, with the goal of fully institutionalizing the program. Grant award years October 1, 2022 to September 30, 2027. The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m. with Friday off.

Position 4 - Counseling (3 Openings): In coordination with the Counseling and Advising department, successful candidates will provide guidance and support for Butte College students who need assistance staying on track for degree completion. This position enhances student success by assisting with a variety of programs and services that include personal coaching, on-going support and follow-up, registration support, degree progress consultations, and referrals to

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other campus resources. Each Student Success Specialist is assigned to a specific Community of Interest (COI), allowing them to provide targeted support based on the unique needs of that student population.

These positions are 12-month positions, and 1 of the 3 openings are contingent on categorical funding. The work schedules are Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer the schedules change to Monday through Thursday, 7:00 a.m. to 5:00 p.m. with Friday off.

Minimum Qualifications

- Associate's Degree in social or behavioral science, psychology, or a related field;
- Two (2) years of experience working with college level students.
- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Some travel may be required.

Diversity Qualifications

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

APPLICATION INSTRUCTIONS

All applicants, including current Butte College employees, must complete and submit an online application with all required attachments to move forward. All fields within the application should be completely and thoroughly filled out. Do not skip application fields by inputting "see resume."

Required Attachments

- **Resume or Vita:** Attach a resume that aligns with the information provided in your application.
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Diversity Essay: The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

REQUIRED UPON HIRE

Transcripts of academic work and other requirements of the position are not required attachments with the application but may be required upon hire.

- Offers of employment are contingent upon the submission of official transcripts showing completion of the degree, and proof of other requirements of the position, that **minimally qualified** the applicant.
- If the position has an education equivalency component within the minimum qualifications and the applicant qualified under equivalency, transcripts may not be required upon hire.
- Foreign transcripts must include a U.S. evaluation and translation. For list of agencies that provide this service, [click here](#).

PRE-EMPLOYMENT REQUIREMENTS

- The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
- Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that they are free of active tuberculosis.
- As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

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ADDITIONAL RESOURCES FOR APPLICANTS

Application Tips for Success

For helpful tips and guidance on navigating our application submission and recruitment process, please refer to the document below.

- [Application Tips for Success](#)

Travel and Relocation Accommodations

For candidates traveling more than 80 miles to attend an onsite interview at Butte College, you may be eligible for travel reimbursement. And if hired, consider our relocation incentives below.

- [Travel Reimbursement for Interviews](#)
- [Relocation Incentive](#)
- [Housing Resources](#)

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

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BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan. For more information please review the [Fringe Benefit Summary](#).

Benefits are pro-rated for less than full-time employees.

Summary of Leaves and Accruals

MSC (Management, Supervisory & Confidential)

18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation - 15.34 hours per month (maximum accrual 400 hours)

Personal Business - 8 hours

Community Service - 3 days**

Sabbatical**

Travel and Conference**

CSEA (Classified Staff) and BCPOA (College Police Officers)

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18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation (maximum accrual 400 hours)

- 0 to 5 years - 88 hours
- 6 to 10 years - 128 hours
- 11 to 14 years - 168 hours
- 15+ years - 184 hours

Personal Business - 8 hours

Community Service - 3 days**

Travel and Conference**

Optional Leave Conversion**

BCEA (Full-time Faculty)

Sick Leave - 8 hours per month; accrues indefinitely

Banked Leave **

Job Sharing **

Reduced Workload **

Sabbatical **

*** Require prior approval and must meet certain criteria*

Contact Information

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

Contact

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