Southwest Texas Junior College
Key Function Processes

Student Success Centers

    1. Provide tutoring services.

        1. Recruit and train tutors.

        2. Schedule and supervise tutors.

        3. Schedule and supervise group study.

        4. Review and critque written assignments.

    2. Manage student Individual Education Plans (IEP).

        1. Create IEP based on individual student assessment.

        2. Monitor IEP during the semester.

        3. Schedule follow-up appointments.

    3. Provide student advising.

        1. Advise students regarding academic skills.

        2. Advise students regarding life skills.

        3. Advise students regarding career planning.

        4. Identify and advise special population groups.

    4. Provide new student orientation.

        1. Develop and manage the orientation curriculum.

        2. Deliver orientation classes.

        3. Organize, schedule and deliver seminars.