

JOB DESCRIPTION



Position Title: Academic/Career Counselor

Department: Student Services

Employment Category: Administrative Staff

Primary Location: Assigned to
Douglas Campus or Sierra Vista Campus

FLSA Classification: Exempt
Remote Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS13

Position Summary: The Academic/Career Counselor is responsible for providing academic and career counseling services and participating in the planning and implementation of student development services that promotes successful academic, personal, and career development for students while supporting the vision, mission, and values of the college.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides academic and career counseling for prospective, new, and continuing students; assists students in the development of personal educational plans and goals; counsels students about college programs and transfer requirements to other institutions; assists in the articulation process in order to enhance a smooth transfer of students into and out of the collegiate environment

Collaborates with instructional faculty regarding individual students and accepts referrals from faculty and staff as needed; provides academic counseling for students on academic lack-of-progress, probation, and suspension

Contributes in the implementation of district policies governing student admissions and graduation; assists in planning, development, and implementation of programs designed to encourage the success and retention of students

Provides crisis intervention support and refers students to campus resources and/or community agencies for personal counseling as needed

Participates in student outreach programs, student orientation and other developmental activities implemented by the department; participates in college information and career fairs, commencement ceremonies, convocation, and staff development as required

Maintains current knowledge through regular professional development activities; attends and participates in department meetings and serves on college committees as required

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Master's degree in Counseling or related field from a regionally accredited institution of higher learning recognized by the US Department of Education
Four years related experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Ellucian Banner and DegreeWorks
Knowledge of academic and/or career counseling techniques
Knowledge of diagnostic tests used to assess preparation for college study
Knowledge of tools used for student interest and personality type and the ability to interpret results of such tools to assist students in making sound decisions
Knowledge of the proper operation of and the ability to use personal computers and standard office equipment
Skill in evaluating a student's academic interests and desires to formulate a plan designed to assist the student in achievement of specified goals
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
Ability to read and interpret policies related to academic programs and student requirements for participation in various programs

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate control. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Counseling and Advising

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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