



POSITION DESCRIPTION

TITLE:	Academic Advisor - Counseling	CATEGORY:	Professional
FLSA STATUS:	Non-Exempt	GRADE:	C

JOB SUMMARY: Under the guidance of a Counselor, the academic advisor is responsible for providing career exploration, articulation, and other related services, including implementing support programs to increase student enrollment, recruitment, and retention. Participate in student success initiatives in collaboration with faculty and staff.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Advise new and current students through a structured interview, under the guidance and supervision of a counselor regarding academic advising, goal setting, and career exploration on a semester basis. Assist students with degree plans that meet their short-term and long-term educational and career goals. Support students in developing their class schedules. Assist in recruitment and retention initiatives pertaining to student success by working with faculty and staff.	45%
2. Assist and participate in New Student Orientation, educational seminars, and workshops for students, faculty, and staff on student success strategies.	25%
3. Provide professional support to Counselors, including monitoring and following up with students on their academic standing progress. Recommend and implement internal operational standards and policies/procedures; evaluate the effectiveness and recommend changes or modifications as appropriate.	15%
4. Assist students in resolving issues that interfere with a student's academic success by making appropriate referrals to counselors and other support services, departments internally and externally, e.g., career services, tutoring, daycare, mental health, and other similar services.	10%
5. Perform other duties as assigned. In-person work on campus is an essential function of this position.	5%

ESSENTIAL QUALIFICATIONS:

EDUCATION: bachelor's degree.

EXPERIENCE: Three (3) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Experience working in a College or University setting;
- Effective communication (both oral and written) skills;
- Ability to interpret and implement policies and procedures;
- Working knowledge of degree planning;
- Experience with a College or University integrated system.

2. Equipment Used: Personal Computer and other equipment associated with an office environment.

3. Software Used: A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:	ACADEMIC ADVISOR - COUNSELING
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	
Distance vision (Clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature **Date**