



Job Classification Description

**Academic Counselor
VSC UP - PAT Bargaining Unit
10 month - grant funded position**

**Grade 11
Exempt Position**

BASIC FUNCTION

To provide counseling services to the Academic Support Center program participants in the areas of academic advising, personal and social counseling, and career counseling. To identify and admit eligible students for the program.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Identify eligible students for the program; assess students identified as “at risk” by utilizing a variety of instruments in order to determine eligibility for services and areas of specific need.
- Develop academic plans with students to provide appropriate services and to track student progress.
- Provide intensive counseling and supervision to students not fulfilling program expectations, and to students in academic jeopardy.
- Advise program students on a wide range of academic matters.
- Provide career counseling services to students, ensuring that students identify feasible educational goals based on career objectives.
- Organize and supervise a peer counseling program.
- Assist students in identifying appropriate legal, medical and child care services, and provide a wide range of personal/social counseling for students.
- Prepare reports on students’ progress and the delivery of counseling services.
- Maintain appropriate records on all activities.
- Provide general counseling services for non-program students as time allows.
- Confer regularly with program director, other college personnel and individuals outside the college, including parents, medical professionals, and others, to plan, coordinate and evaluate activities/services, exchange information, make referrals, investigate and resolve problems, and the like.

SUPERVISION EXERCISED

SUPERVISION RECEIVED

Direct supervision is received from the Director Student Support Services.

MINIMUM QUALIFICATIONS

Masters degree in counseling, psychology or student personnel services, plus one to two years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Familiarity with operation of student support services programs.
- Demonstrated ability to understand the psychological and cultural characteristics of low income and educationally disadvantaged students, particularly from rural environments.
- Excellent counseling skills.
- Good basic administrative and supervisory skills.
- Ability to deal effectively with other college personnel as well as parents and service providers in carrying out the various coordinating, liaison and advocacy aspects of the job.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.