



VERMONT STATE COLLEGES

Job Classification Description

**ACADEMIC SUPPORT COUNSELOR/VTC
VSC – UP PAT Bargaining Unit**

**Grade 11
Exempt**

BASIC FUNCTION

To provide counseling, academic monitoring and advising, and other supplemental support for VTC students who are academically at risk.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provide a wide range of counseling and academic monitoring for students not fulfilling program expectations.
- Advise students in academic jeopardy (including study strategies).
- Develop and facilitate group personal development workshops.
- Recruit, train, and supervise a Peer Mentor Program.
- Assist students in identifying, and provide referrals for appropriate legal, medical and child care services.
- Confer regularly with Director of Academic Support Services, and other members of the Student Support Center staff, Assistant Dean of Retention, Director of Student Life, Residence Life Staff, Health Center staff, faculty and other college personnel, as well as, 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.
- Maintain appropriate records of participants' progress and achievements.
- Work closely with faculty in the First Semester Experience Program.
- Develop and maintain tracking and reporting systems for both Perkins and Trio grant requirements.
- Participate on councils and committees as service to the College.
- Other duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Director of Academic Support Services.

MINIMUM QUALIFICATIONS

Masters degree in counseling, psychology or student personal 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 service programs.
- Demonstrated experience with and sensitivity to college students, particularly the economically and educationally disadvantaged, particularly from rural environments.
- Excellent counseling skills.
- Familiarity with developmental education, academic and personal needs assessment and evaluation.
- Experience with academic counseling.
- Experience with individual and group counseling.
- 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.