Academic Counseling Professional III (4119)

Basic Purpose/Job Function: Responsible for administrative, advisory and counseling duties.

Examples of Titles Replaced: Coordinator, Academic Advising; Manager, Academic Advising Services; Coordinator, Undergraduate Advising Programs

Typical Functions May Include:

1. Coordinates academic advising activities
2. Plans, directs and implements special programs including budgeting
3. Assists in the formulation, interpretation and evaluation of advising programs, policies and procedures
4. Serves as liaison with advising personnel from other colleges and universities
5. Assists with annual assessment and college reports
6. Provides leadership in professional advising activities at the local, state and national levels
7. Authorizes the posting of degrees and ordering of diplomas
8. May conduct hiring, training and evaluating of professional and clerical staff
9. Performs related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Directing and integrating the work of other advisors.

Supervision Received: Receives general supervision.

Minimum Qualifications:

- **Education**: Bachelor's Degree  **Type**: To be determined by department
- **Experience**: 36 – 48 months  **Type**: Academic Advising/Student Services
- **Skills**: Effective oral and written communication; computer skills; good organizational and interpersonal skills; demonstrated decision-making skills; supervisory skills, as determined by department.
- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; ability to work effectively with a wide range of constituencies; requires contact with other departments and university officials; may include knowledge of one or more foreign languages; ability to bend, lift, stoop and carry.
- **Licenses**: To be determined by nature of job and/or department
- **Certifications**: To be determined by nature of job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.