Academic Counseling Professional II (0608)

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

Examples of Titles Replaced: Senior Academic Counselor; Coordinator, Graduate Advising Programs

Typical Functions May Include:
1. Counsels and advises students and prospective students
2. Receives, screens and responds to student and parent academic inquiries verbally and in writings
3. Maintains student records
4. Collects data and prepares various statistical reports
5. Assists in the implementation of policies and procedures
6. Provides input for the development and revision of informational materials
7. Monitors academic progress towards degree completion
8. May organize special events and projects
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: May supervise a small staff as designated by department.

Supervision Received: Receives general supervision.

Minimum Qualifications:

- **Education**: Bachelor’s Degree  **Type**: To be determined by department
- **Experience**: 18 – 36 months  **Type**: Academic Advising/Student Services
- **Skills**: Effective oral and written communication; computer skills; good organizational and interpersonal skills; demonstrated decision-making skills.
- **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.