Academic Counseling Professional I (0607)

Basic Purpose/Job Function: Counsels and advises students and disseminates information.

Examples of Titles Replaced: Academic Counselor; Advisor, Study Abroad Program; Assistant Director, Career Services; Athletic Counselor; Coordinator, Administrative Student Services; Coordinator, Career Services

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 writing
3. Provides general information regarding academic issues
4. Assists in the maintenance of student records
5. Performs related duties as assigned

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

Supervision of Others: Usually has no supervisory responsibilities

Supervision Received: Receives general supervision

Minimum Qualifications:
- **Education**: Bachelor's Degree  **Type**: To be determined by department
- **Experience**: 0 – 24 months  **Type**: Academic Advising/Student Services
- **Skills**: Effective oral and written communication; computer skills; ability to work independently; good organizational and interpersonal 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.