

COUNSELOR & ASSISTANT TO THE PROVOST, PALESTINE CAMPUS

GENERAL STATEMENT:

Serve as academic and vocational counselor and assist the provost in the attainment of the educational objectives of the institution.

REPORTS TO:

Provost, Palestine Campus

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in guidance and counseling, psychology, or related field with eighteen (18) graduate hours in guidance/counseling.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Minimum of three (3) years experience in secondary or higher education and counseling.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Act as associate provost in the absence of the provost of the Palestine Campus.
- Assist students with admissions information, degree plan choice, and admissions requirements.
- Provide academic advisement and career counseling.
- Disseminate transfer and occupational information to students.
- Advise students on policies relating to class attendance, academic loads, conduct, and scholastic standards.
- Maintain student records.
- Track and provide special counseling to all students admitted under probational or suspension status.
- Maintain, distribute, and assist with completion of all forms related to veteran's benefits for students on ACC for all semesters, quarters, and mini-semesters.
- Instruct freshman orientation classes.
- Serve as chief testing officer for the Palestine Campus.
- Cooperate with the director of school relations in the recruitment of students.
- Coordinate registration and late registration process.
- Cooperate with the dean of enrollment management on admissions and registration documents and graduation application process.
- Work with the provost of Palestine Campus on semester class schedule.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 03/09/07

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