

## **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. Three (3) years experience in the field may substitute for the graduate hours.

#### **LICENSE OR**

#### **CERTIFICATION:**

None

#### **EXPERIENCE:**

Minimum of three (3) years in secondary or higher education counseling/advising.

#### **PREFERRED QUALIFICATIONS:**

Successful candidates will have a strong work ethic, excellent organizational skills, flexibility, ease and experience with computers, strong interpersonal communicator, and a willingness to coordinate efforts with others will be important characteristics in the counselor/assistant provost candidate. Experience with community college counseling, eighteen (18) graduate hours in a teaching field with community college teaching experience, and at least one (1) year experience facilitating ADA and FERPA guidelines will be considered a plus.

#### **DUTIES AND RESPONSIBILITIES:**

- Act as assistant to provost in the absence of the provost of the Palestine Campus.
- Assist students in planning educational programs compatible with their needs, interests, and ability.
- Assist students who seek help on personal, social, occupational, and educational problems and make referral when deemed advisable.
- Assist students with course advisement and registration and approve student' class schedule, course changes, and program modifications.
- Advise students on policies relating to class attendance, academic loads, conduct, and scholastic standards.
- Administer interest tests and interpret/advise students regarding results.
- Maintain accurate student records.
- Track and provide special counseling to all students admitted under probation or suspension status.
- Instruct freshman orientation classes as needed.
- Serve as chief testing officer for the Palestine Campus.
- Assists the Provost with Coordinating registration and late registration process.
- Cooperate with the dean of enrollment management on admissions and registration documents and graduation application process.
- Assist with FERPA and ADA compliance and training as necessary.
- Work with the provost of Palestine Campus on semester class schedule.

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- Assist instructors with follow-up of students who have excessive absences or unsatisfactory grades.
- Serve on standing and special committees as assigned by the president.
- Work with all freshman orientation programs.
- Assist with recruiting of students.
- Serve as transfer articulation liaison between TVCC-Palestine and transfer colleges.
- Other duties as assigned by appropriate supervisory personnel.

**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*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 02/08/95*

*Revised: 12/15/11*

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