

COUNSELOR, PALESTINE CAMPUS

GENERAL STATEMENT:

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

REPORTS TO:

Dean, Palestine Campus

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree.

LICENSE OR CERTIFICATION:

LPC preferred.

EXPERIENCE:

Three (3) years experience in secondary or higher education.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Act as associate dean in the absence of the dean of the Palestine Campus.
- Disseminate information regarding admissions requirements.
- Assist students with degree plan choice.
- Disseminate information regarding transfer and occupational curricula.
- Provide academic advisement and career counseling.
- Maintain student records.
- Coordinate registration and late registration process.
- Coordinate admissions and registration process for cosmetology quarters.
- Serve as chief testing officer for the Palestine Campus.
 - instructional tests: Pre-TASP Admissions Test, Health Occupations Entrance Test, Developmental Reading Exit Exam, Graduate Reading Exit Exam
 - responsibilities: administration, scoring, interpretation, and record maintenance
 - State-mandated tests: TASP
 - responsibilities: coordination/supervision of test and training of testing staff
- Instruct freshman orientation classes.
- 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.
- Cooperation with the director of school relations in the recruitment of students.
- Cooperate with the dean of enrollment management on admissions and registration documents and graduation application process.
- Work with the dean 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:

JD150