

COUNSELOR AND ASSISTANT TO THE PROVOST, TERRELL CAMPUS

GENERAL STATEMENT:

Serves as counselor, academic and vocational advisor and assistant to the provost at the Terrell Campus of TVCC.

REPORTS TO:

Provost, Terrell Campus

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Counseling, Psychology, or a related field including 18 graduate hours in counseling

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

A minimum of three (3) years work experience as a counselor in secondary or higher education.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Assist students with admissions information, degree plan choice, and admissions requirements.
- Serve as alternate test administrator.
- Advise students on policies relating to class attendance, academic loads, conduct, and scholastic standards.
- Assist instructors with follow-up of students who have excessive absences or unsatisfactory grades.
- Provide academic advisement and career counseling for students.
- Coordinate registration and late registration process.
- Maintain counseling records on students.
- Teach freshman orientation classes at the Terrell Campus and coordinate new student freshman orientation for admissions.
- Disseminate transfer and occupational information to students.
- Cooperate with the director of school relations in the recruitment of students.
- Cooperate with dean of enrollment management on admissions documents, registration documents, and graduation application process.
- Work with Terrell Campus provost on class schedules for each semester.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

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

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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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