

## **GUIDANCE ASSOCIATE II, TERRELL CAMPUS**

### **GENERAL STATEMENT:**

Serve as an academic/career advisor in the Counseling Center.

### **REPORTS TO:**

Provost, Terrell Campus

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree required; Master's preferred

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two years in an office environment. Minimum one year in counseling/advising experience in an educational environment preferred.

#### **OTHER:**

Knowledge of Microsoft Office and general computer skills.

### **DUTIES AND RESPONSIBILITIES:**

- Serve as an advisor for academic transfer and occupational students (including interpreting TSI test scores and record maintenance as related to admission and registration).
- Assist with providing for all campus testing including TSI.
- Serve on college committees as assigned.
- Work cooperatively with the Director of Student Success Services/Disability Services to meet reasonable accountability for Section 504 compliance for students with disabilities on the Terrell Campus. Such accountability will require the maintenance of accurate files and documentation of qualified student requests requested under Section 504.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office 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: 7/14/04*

*Revised: 04/16/18*

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