

GUIDANCE ASSOCIATE I, PALESTINE CAMPUS

GENERAL STATEMENT:

Serve as advisor and assists the counselors in attainment of the educational objectives of the institution.

REPORTS TO:

Provost, Palestine Campus

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree, preferred

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Two (2) years in office environment.

OTHER:

Basic office skills and knowledge of Microsoft Office.

DUTIES AND RESPONSIBILITIES:

- Determine student eligibility for workstudy programs including College and special grants.
- Serve as testing proctor, including TSI test.
- Assist counselor in the following areas: vocational counseling, academic advisement, career counseling, degree plan choice, and recruitment activities.
- Cooperate with local businesses in placement of students in the work force.
- May serve on college committees, as assigned.
- Assist with dual credit enrollment and advising.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office 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: 05/28/2014