



CISCO COLLEGE

## Job Description

**Job Title:** Academic Counselor

**Reports to:** Director of Academic Support

**Classification:** Faculty Schedule

### **Job Summary**

Responsible for providing advisement, assisting with testing and placement, career counseling, conducting an advising/orientation program, and providing limited personal counseling services for all students.

The Counselor will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All College employees are expected to follow College policies, rules, regulations, and guidelines.

### **Primary Duties**

1. Assist the Enrollment Office in the admission and matriculation of prospective students.
2. Advise academic/technical students and prospective students on career pathways and scheduling with respect to their Texas Success Initiative status, their chosen degree, field of study and/or certificate plan.
3. Keep current information on university programs, transfer requirements, and job opportunities
4. Schedule College/University Transfer Recruiter campus visits
5. Evaluate student transcripts.
6. Assist students with the graduation process; submit final degree/certificate plans graduation applications to the Enrollment Services Office.
7. Assist in training advisors in respect to the Texas Success Initiative and Cisco College advising policy and procedures.
8. Assist students with career testing, planning and counseling.

9. Assist in the administration of the Texas Success Initiative (TSI Assessment) or other exams that require proctoring.
10. Assist in the planning and implementation of the College advising and orientation program.
11. Provide limited counseling for students regarding personal issues, making referrals as necessary.
12. Assist the recruitment efforts of Cisco College by visiting and providing information to dual credit students and at area schools and community outreach events when requested by the Director of Academic Support or VPI.
13. Assist in annual goal setting and evaluation of counseling services.
14. Assist in developing and maintaining CLNA in order to promote viable career pathways.
15. Serve and participate on college committees as assigned.
16. Other duties as assigned.

### **Qualifications**

1. Experience developing, organizing, and implementing programs or projects.
2. Excellent written and verbal communication skills.
3. Ability to work collaboratively with others.
4. Experience facilitating student development and supporting qualified students with disabilities.
5. Master's degree in Counseling, Psychology, Sociology, Social Work, Education or related field.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.