



## JOB DESCRIPTION

<b>JOB TITLE:</b> Director of Advising and Counseling	<b>FLSA:</b> Exempt
<b>Department:</b> Advising and Counseling	<b>Date:</b> 5/16/2018
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-52
<b>Reports To:</b> Vice President of Student Services	

### Job Summary

Under the direction of the Vice President of Student Services, the Director of Advising and Counseling is responsible promoting student success with specific supervisory responsibilities for student success, academic advising and counseling, orientation, and for providing student support and student success services and activities that support the goals and mission of the College.

### Essential Functions

- Directs and coordinates academic advising and counseling for all students, including career planning, and other student support services;
- Implements, manages, and evaluates student success programs in support of student retention and student success;
- Organizes, implements, and supervises an effective freshman orientation program, including appropriate curriculum, scheduling and staffing of all orientation classes;
- Implements and supervises the application and use of the College's early alert system;
- Provides and leads crisis counseling efforts, as needed and/or required.
- Provides academic advising, career planning, and degree planning; Advises students regarding academic or personal problems, providing referral to the appropriate resources or services on campus and/or outside agencies, as needed;
- Maintains current knowledge of Texas Higher Education Coordinating Board rules pertaining to the Texas Success Initiative, course transferability, degree planning, and dual credit.
- Provides information on current and projected manpower requirement trends with various career fields as well as verification of skills and training needed for employment through career planning, counseling, and advising;
- Coordinates linkages for assistance with student support services with student recruitment, activities, and orientation programs, and other programs, as needed;
- Provides direction and assistance for special needs students, including coordination with faculty;
- Establishes, compiles, maintains, and disseminates information regarding special needs students;
- Maintains current knowledge of theory, practice and ethics within the counseling profession through professional development opportunities;

- Maintains a relationship with the instructional divisions to ensure accurate dissemination of information to students;
- Develops appropriate forms and materials to support all counseling and advising activities;
- Maintains accurate records;
- Administers tests and other evaluative assessments, as need and/or required;
- Develops and presents workshops designed to meet student and staff needs on a variety of subjects, as needed;
- Organizes, implements and/or participates in community outreach activities;
- Serves as an advisor to a campus clubs or organization;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties as assigned.

### **Minimum Education, Skills and Abilities**

- Master's degree with emphasis in Counseling, Career Counseling, Psychology, Student Personnel, Social Work or equivalent;
- LPC, NCC, or equivalent licensure/certification;
- Three years directly related experience in student support services;
- Demonstrated understanding of, and a commitment to: the community college mission and purpose; teaching and learning; high academic standards; and, student success.
- Knowledge of mediation and/or conflict resolution strategies and methods; skill in mediating disputes between students, staff and students, staff and students/ parents and community representatives;
- Skill in establishing and maintaining collaborative working relationships with all segments of the College; ability to develop collaboration among diverse groups;
- Ability to think 'outside of the box' and to lead and manage change;
- Ability to communicate effectively; skilled in presenting ideas and concepts orally and in writing;
- Ability to work effectively with ethnic, cultural, and socially diverse student populations.
- Knowledge and skill in the use of integrated software systems and Microsoft applications;
- Skill in establishing and maintaining a student-centered and effective working relationship with students, faculty, staff and the public; commitment to a team building approach;
- Strong organizational, planning, and marketing skills;
- Ability to efficiently multi-task and conduct independent work assignments.

### **Preferred Education, Skills and Abilities**

- Five to seven years' experience in a community college or university setting;
- Fluency in Spanish;
- Demonstrated understanding of and experience with the assessment of student learning outcomes;
- Experience in budget development and management, student and personnel development, management, and initiation of change;

- Knowledge and experience with SACS accreditation requirements and processes; knowledge and experience with Texas Higher Education Coordinating Board rules and guidelines;
- Strong computer skills with experience in Ellucian (Datatel) Colleague software packages.

**Work Environment**

- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards.
- The position requires average agility and good physical condition.
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds.
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

**Special Requirements**

- Ability to travel as required for workshops and conferences;
- Ability to work some evenings and weekends;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

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Signature

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Date