

Academic/Career Counselor*

Function of the Job:

Under the administrative supervision of designated supervisor, advise and counsel students in relation to academic programs; advise and counsel students and alumni concerning career plans; design and administer appropriate programs, services and activities to assist students and alumni with academic and/or career planning.

Characteristic Duties and Responsibilities:

1. Counsel and advise students and alumni, individually or in groups, on issues related to planning an academic program, choosing an educational or career goal.
2. Develop, coordinate, facilitate, and/or present academic planning and career development modules and special workshops (e.g. choosing a major, resume development, identifying internship opportunities, etc.)
3. Counsel and advise students in specific curriculum decisions including the choice and scheduling of courses, selection or change of majors and minors, etc., providing referrals to specific departments, schools or colleges as appropriate.
4. Review academic records as required for students with academic difficulties, transfer students, and degree candidates.
5. Counsel and advise students and alumni in making career related decisions, using assessment instruments where appropriate; assist students (and alumni) in the use of existing resources for learning about careers of interest to them; critique resumes, and assist with programs and services related to placement activities.
6. Serve as liaison and resource with academic and/or student services departments/organizations as assigned.
7. Organize and present outreach programs for classes, academic departments, residence halls and student organizations related to academic advising and career development issues.
8. Prepare, organize, and maintain appropriate resources, reports and statistical summaries.
9. Supervise staff and students as assigned.
10. Provide information on specific programs, and make referrals where appropriate, to services offered by the college/university or by organizations outside for the educational and/or career enhancement of the individual.
11. Assist with administrative responsibilities as assigned.
12. Serve on committees and at meetings as assigned.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in education, counseling, or related student service area.
2. Two years of experience in academic counseling, post-secondary career planning and placement, or related experience.
3. Strong interpersonal skills and communication techniques.

Additional Desirable Qualifications:

1. Experience in a college/university advising or placement office.

2/25/2002
System Approval

2/21/2002
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised-Combination of Academic Counselor I, last revised, 3/13/85 and Career Planning and Placement Officer, last revised, 2/13/86.