

ACADEMIC COUNSELOR II *

Function of Job:

Under administrative supervision of responsible official, to supervise, develop, and administer an academic/educational counseling program for a college, school, or division to meet students' needs regarding selection of academic curriculum and educational career goals.

Characteristic Duties and Responsibilities:

1. Advise students in planning an academic program and choosing an educational or career goal, both individually and in groups.
2. Be responsible for supervising and developing the academic advising systems of a school, division or college.
3. Implement training programs for academic faculty advisor; identify and resolve problems with departmental advising structures.
4. Plan, select, train, and conduct fall, midyear, and/or summer transfer and new student orientation programs.
5. Conduct group career planning workshops and/or on- or off-campus educational outreach group sessions for potential students and/or general public.
6. Administer special programs as assigned, such as student exchange programs.
7. Prepare and disseminate information about academic options to students and faculty.
8. Review and make recommendations on student requests for readmission; change of college/major; dual degree programs; warning, suspension or dismissal; student withdrawals or transfers.
9. Maintain records, files, and appropriate data system.
10. Review scholastic records and certify degree candidates for graduation.
11. Compile and maintain statistical reports as required.
12. Maintain ongoing liaison with related campus departments for student referrals.
13. Represent the college, school, or division by serving on various committees as requested.
14. Supervise office staff and/or other counselors as assigned.
15. May award financial aid and/or scholarships to deserving students when this function is not implemented by a separate department.
16. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. M.A., M.S., or M.Ed. required depending upon the mission of the school or college to be served.
2. Four years of experience in counseling including both group and individual counseling techniques.
3. Ability to relate well to students, faculty, and/or parents.
4. Supervisory ability.
5. Experience in a college/university environment.

3/13/85

System Approval

3/13/85

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 - Original approved 9/14/76.