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# Example of Academic Counselor Job Description

Our company is growing rapidly and is hiring for an academic counselor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for academic counselor

* Provides information on published curricula, sequencing, academic statuses, registration procedures, and College policies on academic eligibility, and readmission processes
* Share academic counseling duties for pre-engineering students, prospective freshman & transfer, and post-baccalaureate students with other SAS advisers
* With faculty guidance, coordinates individual course-planning for graduate students
* Manages admission processes for BA, MA, and PhD programs and coordinates related departmental orientations
* Plans, develops and administers advising on issues such as learning and assessment, experiential learning, or connecting liberal education to career goals
* Plans, develops and leads major and minor workshops or seminars for prospective students and for A&S pre-majors more generally, in summer and during the regular academic year
* Develops and implements outreach and recruitment strategies and runs events for current and prospective students
* Serves on and/or supports committees and boards in the College of Arts & Sciences
* Develops/coordinates regular communication with students, including email, documents, and/or website content
* Provides curriculum support and coordination

## Qualifications for academic counselor

* Bachelor’s degree in Counseling, Psychology, Social Work, Student Affairs or from another relevant academic discipline related to the responsibilities of this position
* Two to three years of work experience in an academic setting
* Prior experience working with students at the collegiate level
* Two (2) years experience as an academic instructor, school guidance counselor or a school psychologist or an equivalent combination of education and experience required
* Valid teaching certificate, either elementary or secondary
* Bachelor's degree and two years of experience in student services, student advising, or other mentoring