Downloaded from <https://www.velvetjobs.com/job-descriptions/academic-counselor>

# Example of Academic Counselor Job Description

Our growing company is looking to fill the role of academic counselor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for academic counselor

* Participates in staff meetings and strategic planning
* Collaborates with the Career & Internship Center, First Year Programs, and other campus units to create opportunities for students to practice intentionality early in their academic careers
* Serves as a representative of the department and the College of Arts & Sciences on panels, in meetings, and on university committees
* Develop, implement, and evaluate special projects, as assigned by the Director of Academic Advising and Counseling and the Associate Dean
* Develop and maintain knowledge of all advising and counseling functions of Advising and Career Services (and the advising and counseling functions of allied ofﬁce) to effectively advise students, faculty, faculty advisors and other deﬁned stakeholders
* Assist in special college and university events as assigned by the Director of Academic Advising and Counseling
* Contributes to a professional work environment with a high degree of professional and personal integrity and decorum, and respect and concern toward all those contacting Advising and Career Services, and for fellow employees
* Resolves problems that have a significant impact on the overall student experience
* Contributes to a collaborative work environment that promotes information sharing and service excellence
* Serve as an academic mentor to new student-athletes

## Qualifications for academic counselor

* Outstanding organizational skills and highly detailed oriented
* Spreadsheet and database experience
* Demonstrated ability to write for student audiences
* Basic program tracking and assessment skills
* Master's required in Education, Counseling, Psychology or closely related field
* Strong interest in serving undergraduate students in a higher education setting