FISK UNIVERSITY

Job Description Form

Position Title: Counselor
Department: Office of the Provost/Academic Affairs
Reports To: Director of the LEAD Program
FLSA Designation: Exempt
Bargaining Unit Position: N/A
Date Written/Revised: July 25, 2001; revised March 18, 2013

POSITION SUMMARY

The counselor provides personal, academic and career counseling to participants enrolled in the University’s LEAD program. In addition, he/she provides academic advisement, financial literacy education, graduate school planning and other support services to students; identifies and conducts specific workshops, study groups and other interventions to enhance student performance. A primary focus of this position is to improve the retention of first generation and/or low income students who become participants of the LEAD Program, a federally TRIO sponsored program.

ESSENTIAL FUNCTIONS

- Provide individual and group advisement, including academic advising, financial literacy education, academic skills and study strategies, career exploration, and personal support.
- Monitor students’ academic progress on an ongoing basis; recommends appropriate interventions to improve performance as needed and follows up to ensure that students are following through with recommended interventions.
- Assist with the development and implementation of program activities which will aid participating students in their academic, career, and personal success.
- Maintain up-to-date individual student records and reports; Assist with other data collection as required.
- Coordinate and supervise the LEAD peer mentor program.
- Assist in identifying and/or selecting eligible students to participate in the Program.
SECONDARY FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the University.

- Prepare flyers for mass mailings, curricula reports, duplicate instructional materials, class handouts, forms for documentation of various program activities, contact notes and other materials for usage by participants.
- Assist in organizing the scheduling of physical facilities, procurement of audio-visual aids, refreshments, and other materials, replication of materials and performance of necessary logistical or other tasks to ensure effective implementation of quality programming and activities.
- Assist with data management, surveys, and program evaluation.
- Attend appropriate TRIO conferences and trainings (state, regional) and/or University meetings and trainings as assigned to promote continuous professional growth.
- Assist with the preparation of annual reports, grant proposals and other documents.
- Perform other job-related duties as assigned.

ORGANIZATIONAL RESPONSIBILITY
Reports directly to the Director of the LEAD Program.

May assist with supervision of work study students and/or tutors.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Three or more years experience in counseling, academic advising and/or other student centered activities.
- Goal oriented and student centered.
- Strong communication, oral, written and interpersonal skills.
- Ability to develop and conduct presentations for a variety of audiences.
- Energetic and enthusiastic personality.
- Flexibility and able to travel periodically.
- Ability to work beyond eight hour day and on weekends when needed.
- Ability to work under pressure to meet deadlines.
- Able to handle several complex tasks simultaneously.
- Ability to work effectively in a team environment; and work independently with little supervision.
- Knowledge and experience in provision of academic support to “at risk” students.
• High proficiency in use of Microsoft Office Suite (Word, Excel, PowerPoint, and Publisher), Banner, student databases.

QUALIFICATIONS

• Bachelor’s degree in Counseling, Psychology, Education or a related field; Master’s degree preferred.
• Minimum of three years experience in higher education providing direct services to students required.
• Experience working with under-prepared and underserved populations and/or prior TRIO participation a plus.

Licenses or Certificates: None required.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.