



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Academic Counselor</i>	<b>EEOC Job Classification</b>	Administrative Support Workers
		<b>FLSA Classification</b>	Non-exempt Part-time, 10-month
<b>Department:</b>	Academic Resource Center	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Manager	<b>Compensation</b>	\$18.00 - \$20.00/hour

## SUMMARY

Identify and assist students at or near academic probation, offering resources and guidance to achieve academic success. Provide academic counseling to help students meet their graduation requirements, and understand academic processes, standards, and policies.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work collaboratively with students and faculty members, identifying resources or assistance to help students with GPA (Grade Point Average) at or below 2.0.
- Coordinate with staff departments (registrar, admissions, student life) and academic departments to help students achieve academic goals and meet graduation requirements in a timely manner.
- Coordinate tutoring opportunities for students as needed to ensure long-term academic success.
- Assist other departments within Student Academic Services, and with Campus Academic Partners, as needed.
- Find and provide resources for students to meet academic goals and gain autonomy in their academic endeavors.
- Remain up to date on all academic policies and procedures according to the standards set by the Provost's Office, and be resource to staff and academic departments, and students.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience.
- At least two-years' experience in customer service in a higher education environment.
- Proficient in Microsoft Office Suite or similar software.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.