

GUIDANCE ASSOCIATE II, PALESTINE CAMPUS

GENERAL STATEMENT:

Serve as an academic/career advisor in the Counseling Center.

REPORTS TO:

Counselor and Assistant to the Provost

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree required; Master's preferred

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two years in an office environment. Experience in an educational environment preferred.

OTHER:

Knowledge of Microsoft Office and general computer skills.

DUTIES AND RESPONSIBILITIES:

- Serve as an advisor for academic transfer and occupational students (including interpreting TSI test scores and record maintenance as related to admission and registration).
- Serve as associate testing director for all campus testing including THEA.
- Coordinate with high school counselors and advise dual credit students
- Serve on college committees as assigned.
- Work corporately with the Director of Student Success Services/Disability Services to meet reasonable accountability for Section 504 compliance for students with disabilities on the Terrell Campus. Such accountability will require the maintenance of accurate files and documentation of qualified student requests requested under Section 504.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/14/04
JD351

Revised: 04/16/18