JOB DESCRIPTION

Senior Academic Counselor

Definition of Class
The incumbent in this position coordinates the day-to-day academic support activities of the department and assists in providing direction to academic counselors. Duties include providing academic counseling and support for students and assisting with coordinating assigned programs. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Coordinates the daily operation of the office. Provides guidance to subordinate personnel. May assign work to support and advising staff.

Assists in developing and implementing policies and procedures related to the academic support of students.

Maintains current information concerning admission requirements, degree requirements, course selection, and related functions. Ensures advising staff are aware of any changes in these areas.

Provides general counseling and academic support to students. Counsels students regarding degree program options to ensure students can make informed decisions about degree choices.

Assists in the planning and development of the student’s academic schedule to ensure that requirements are met. Tracks student’s progress throughout the semester.

Prepares operational reports and analysis setting forth progress and adverse trends.

Maintains accurate and current files related to academic support, office operations, and assigned programs/projects.

Represents the University and answers questions related to academic advising at various events and orientation.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates the delivery of academic support services to students.
2. Provides academic counseling and support to students.
3. Provides guidance and direction to academic counselors.
4. Assists in coordinating assigned programs or projects.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of
Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.

AND

- **Experience:** Two (2) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

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