

Sul Ross State University

Position Description

Official Title: Director, The Counseling & Advising Center
Salary Group: Unclassified

Job Code: 1615

Summary

Function: Administer and coordinate advising and counseling functions in The Counseling and Advising center. Responsible for the development of a university counseling and advising center, including academic advising, advising in personal growth, advisor training and counseling individually and in groups. The center will also coordinate Texas Success Initiative individual education plans, an early warning system, Family Day and The First Generation Program.

Scope: Develop, administer, and coordinate an appropriate, comprehensive, intrusive system of student advising services, focusing on student growth and development and academic advising as well as administering therapeutic counseling services to students, faculty and staff.

Duties

Essential: Coordinate and promote a campus-wide Mid Semester Grade Report System; develop and implement an effective academic advising system for all first and second year students, undecided majors, probationally admitted students, and continuing students on academic probation. Direct the early warning system. Provide counseling to students, faculty and staff on an as needed basis. Department heads are responsible for content and maintenance of their department web pages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Plan and coordinate appropriate advisor development activities for faculty and professional advisors, serve as liaison between The Counseling and Advising Center and academic units, develop new strategies for early referral of students, organize Family Day, manage the First Generation Program, participate and help plan freshman orientation, manage departmental budgets, develop a mechanism to assess the effectiveness of The Counseling and Advising Center in conjunction with Institutional Research.

Supervision

Received: Associate Vice President for Enrollment Management.

Given: Supervise Academic Advisors, Counselors, administrative staff, student worker(s), and volunteers.

Education

Required: Master's Degree in College Student Affairs, Higher Education management, Counselor Education with emphasis in Higher Education track, Social Work or related fields. Licensed as a Licensed Professional Counselor or Licensed Clinical Social Worker.

Preferred: Doctorate (or ABD) in College Student Affairs, Higher Education Management, Counselor Education - Higher Education track, or related fields.

Experience

Required: Two years experience in the administration of student services. Proven presentation abilities.

Preferred: Two to five years experience in the administration of academic advising programs.

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Equipment/Skills

Required: Strong communication skills, proven ability to relate well in a multi cultural setting.

Preferred:

Working Conditions

Usual: Standard office conditions. Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: July, 2004