

## **THE UNIVERSITY OF WYOMING**

### **JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: ACADEMIC AND CAREER COUNSELOR**

**Reports To:** Designated Supervisor

**UW Job Code:** 3103

**UW Job Family:** 35 – Student Service Management Support

**SOC Code:** 21-1012

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 8-11-15

**JOB PURPOSE:**

Independently coordinate and administer academic and/or career counseling functions for University of Wyoming students by utilizing professional advising and guidance skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Independently provide academic, personal and/or career counseling to students.
- Interpret and administer university policies and procedures related to academic and/or career processes.
- Provide direct assistance to students through advising; conduct follow-up sessions, as necessary; provide information to student organizations, classes, parents and others through workshops, orientations, and other formats.
- Serve as liaison, establish and develop effective relationships with students, faculty, department heads, deans, and others, both on- and off-campus; integrate faculty advising into overall program concept.
- Advise undeclared, probationary, conditionally admitted, suspended, or reinstated students to help identify and overcome their academic difficulties; conduct follow-up sessions.
- Meet with students experiencing career indecision; administer and interpret career counseling-related assessments; provide an interview process to assist students in improving skills; conduct follow-up sessions.
- Review and approve student forms, as directed; evaluate transcripts and perform degree checks, as directed.
- Assist with the development and administration of program activities, goals and objectives; act as liaison, as directed, within assigned program.

- Assist with the assignment of faculty advisors; conduct advisement training seminars for faculty advisors.
- Counsel students to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Advise students and provide guidance services with educational and career decisions and problems.
- Collect, organize, and analyze information about students through records, tests, interviews, and professional sources to appraise their interests, aptitudes, abilities, and personality characteristics for vocational and educational planning.

### **SUPPLEMENTAL FUNCTIONS:**

- Some positions may coordinate sections of the University Studies course; plan and teach one section of this course annually.
- Some positions may keep up to date on University and College policies and regulations pertaining to degree requirements.
- May maintain website.
- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

### **COMPETENCIES:**

- Independence
- Influence
- Integrity
- Quality Orientation
- Quantity of Work
- Service Orientation

### **MINIMUM QUALIFICATIONS:**

Education: **Master's degree in Psychology, Counseling, Counselor Education, Student Personnel, or related field**

Experience: **At least 2 years work-related experience**

Required licensure, certification, registration or other requirements:

- **State of Wyoming Counselor's License**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Knowledge of applicable university, federal, state, and local rules and regulations.
- Advanced knowledge of university curriculum and academic policies and procedures related to academic processes and designated colleges.
- Advanced knowledge of career and student counseling practices, policies, and procedures.
- Knowledge of career options through internships, shadowing, and cooperative education; recruiting, job posting, resume referrals and job fairs.
- Knowledge of graduate/professional programs, and the application and selection process.
- Knowledge of student recruitment and retention issues.
- Knowledge of academic standards governing probation, suspension, and/or expulsion.
- Knowledge of online resources for academic and career information.
- Knowledge of various sources and procedures for obtaining student financial aid.
- Knowledge of applicable university student forms.
- Knowledge of equal opportunity and affirmative action programs.
- Knowledge of computerized information systems used in career and education advising applications.
- Knowledge of problem-solving and academic performance improvement techniques and processes.  
Knowledge of admissions standards.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Skills and Abilities to:

- Ability to effectively counsel students with academic and/or career difficulties.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Ability to interview and advise students on the relationship between self-knowledge and career choice through a variety of assessments.
- Ability to maintain concise and thorough records.
- Ability to maintain confidentiality.
- Ability to effectively manage time, prioritize, supervise, communicate and interview.
- Ability to supervise and train assigned staff.
- Ability to provide instruction in the use of online resources for academic and career information; explain University of Wyoming programs of study and resources.
- Ability to provide solutions to complex problems; deal with difficult situations and people.
- Ability to access and interpret individual student needs and to make appropriate referrals to internal or external sources.

**WORKING CONDITIONS:**

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.