POSITION TITLE: Academic Success Counselor
DEPARTMENT: Student Services
REPORTS TO: Dean of Students
WORK HOURS: M-F, 8:00 a.m. – 4:30 p.m.
STATUS: Non-exempt
LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver's License, current insurance or be insurable.

SUMMARY:
The primary responsibility of the Academic Success Counselor is to advise new and current students to programs within the College with a focus on retention and student success. The Academic Success Counselor will track and monitor student academic progress and assist students in setting goals and exploring careers. The Academic Success Counselor is part of a team that supports retention and recruitment activities throughout the year.

EDUCATION: Bachelor’s degree in Education, Psychology, Communications, or related field and 1 year academic advising experience; a minimum of 1-3 years related work experience in an academic environment. Master’s degree in related disciplined and related experience preferred. Experience with electronic student management software is a plus. Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

ADDITIONAL QUALIFICATIONS AND SKILLS:
Understanding knowledge of and commitment to the mission, vision and goals of LLTC.
Experience working with the Ojibwe community.
Demonstrated commitment to serving students from diverse backgrounds, interests, goals, and abilities.
Excellent verbal and written communications skills.
Excellent interpersonal skills and a self-starter.
Excellent organizational, planning, and prioritizing skills.
Ability to maintain confidentially of records and information.
Ability to interpret; adapt; and apply guidelines and procedures.
Ability to develop and maintain recordkeeping systems and procedures.
Ability to work effectively as a team member of LLTC.
Ability to pass pre-employment drug test and criminal background checks.
Must be in good standing with the community.
Native American Preference.
DUTIES/RESPONSIBILITIES:

1. Advises students on academic, career and personal issues; identifies the educational and career options appropriate for each student and assists with the analysis of each option, including possible outcomes and their implications; if needed, refers student to counseling services; sets up an action plan for the student to successfully complete their academic programs and explore career and transfer options.

2. Manages the LLTC’s Academic Warning Program working with and monitoring students who are on academic standing or are returning from Academic Suspension to return them to good standing.

3. Identifies options for student to satisfy degree requirements; evaluates and makes recommendations on petitions and amendments to student’s program of study; assists students in completion.

4. Monitors academic progress of students; analyzes progress reports from instructors; determines eligibility and satisfactory progress toward degree; identifies current and potential needs or problem areas (e.g., study skills, tutoring) and refers students to appropriate resources for assistance.

5. Supports the College’s efforts to implement the Early Alert system

6. Assesses the student’s stage of development (academic, career, and personal) and promotes student growth by determining suitable developmental tasks; assists student in establishing realistic and attainable academic and career goals.

7. Interprets and explains college and university policies and procedures; participates in preparation of orientations and presents academic information to students throughout the year.

8. Exercise knowledge of the Family Educational Rights and Privacy Act, other student rights and privileges, and LLTC policies for documentation and distribution of student information.

9. Confirms various forms for accuracy:
   a. Confirms accuracy with grade checks, overload petitions, curriculum changes; assists students in their completion.
   b. Gathers and/or calculates necessary information, GPAs or enrollment statistics; prepares various reports as requested.
   c. Enters data into the Jenzabar student management system.

10. Works closely with admissions, financial aid, and Wellness Center staff to advise new and returning students (e.g., develops plans of study, etc.).

11. Identifies options for students to satisfy specific degree requirements; evaluates and makes recommendations on petitions and adjustments to student’s program of study.

12. Works cooperatively with RLNC staff to track and monitor all students.

13. Provides students with information about alternatives and possible consequences of academic decisions.

14. Promotes student retention and success by planning and participating in retention and academic success related activities.

15. Works with Academic Advisor to coordinate faculty and staff development and training in relation to academic advising.

16. Serves on various College committees and participates in professional organizations as appropriate to assignment.

Other duties as assigned
PHYSICAL REQUIREMENTS:
Ability to lift 30 pounds or more and use proper body mechanics
Be able to sit or stand for long periods of time
Subject to internal working conditions.
Non-smoking environment.

I understand the job description for the Academic Success Counselor position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed.
*Job Description created/revised: 01-19-16.*

Employee Signature: ___________________________________________ Date__________

Supervisor Signature: ___________________________________________ Date__________

Human Resources Signature: ______________________________ Date__________

President Signature: ______________________________ Date__________