BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Academic Counselor (General, NJ Stars, STEM, HPOG, Title V, EOF, Veterans)

DEPARTMENT: Student Affairs/Center for Student Success

FUNCTION: Academic Counseling

REPORTS TO: Dean of Student Support Services

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Assist students with the selection of career and curriculum choices and their requirements, aid the student in educational and life skill planning, provide academic counseling and advisement based upon the student's ability to succeed, advise students of transfer and employment opportunities, conduct academic counseling and group activities which orient the student to academic life and guide the student toward self-analysis and development and where necessary, and make referrals to both on and off-campus resources and community resources. Counseling is provided under the umbrella of the Center for Student Success, the Advisement Center, in Classrooms, One-Stop, Open Houses, Orientations, and other special programs.

2. Provide support for the Academic Standing Committee.

3. Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials and the utilization of effective teaching methodologies and counseling techniques.

4. Serve as an advocate for students while maintaining effective relationships with faculty, staff, and administration.

5. Assist students to understand educational options, clarify educational goals engage in educational and career planning.

6. Provide information on college major and certificate programs as they relate to educational and career development.

7. Participate in the development and facilitation of workshops, orientations, and other programs for students with disabilities.

8. Participate in additional faculty responsibilities, including college decision-making activities related to professional and academic matters. The activities will occur both within the department as well as in the larger College setting.
9. Maintain confidential records; accurately record information needed to complete mandated reports.
10. Assist in carrying out the College Student Success and Support Services Plan.
11. Participate in student and curriculum development and serve on department, division, college and committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities.
12. Participate in the formulation of Student Learning Outcomes (SLOs) and the Student Learning Outcomes assessment cycle.
13. Maintain formal office and campus hours; participate in department and division meetings.
14. Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
15. Work cooperatively with staff and students.
16. Evening and/or Saturday assignments may be required as part of the regular contract.
17. Performs additional tasks or duties as assigned by the Dean or other designated management.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing and Planning
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.
- Demonstrated knowledge and competency in theory and principles of counseling, transfer and articulation, and career technical education counseling, assessment and testing, educational psychology and learning theory.
- Evidence of training involving supervised individual and group counseling practicum/internship.
- Demonstrated experience with outreach and recruiting; ability to work effectively with local community, students and staff.
- Bilingual/bicultural experience preferred, not required.
- Effective oral and written communication skills.

**Education:**
Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology,
guidance counseling, educational counseling, social work, or career development.

**Experience:**
Demonstrated experience in community college transfer counseling. Counseling/teaching experience in a community college setting.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE