Job Title: Academic Counselor
Department: Learning Resource Center
Southern California University of Health Sciences (SCU)
Status: Exempt
Time Requirement: 40 hours per week
Reports to: Associate Vice President for Academic Affairs (AVPAA)

Job Summary:

Under the direction of the AVPAA, the Academic Counselor plans and coordinates student schedules, including and especially those of students on special schedules; assists in registration of special schedule students; performs transcript analysis (including making recommendations to the Academic Deans regarding advanced standing and transfer credit); collects, evaluates, follows up on, and prepares reports regarding: student progress, grades, evaluations, and other data; develops and implements assigned components of the academic programs; engages students in academic counseling, and recommends mentoring/tutoring; recommends learning specialist consultation; prepares a trimester summary of all of their activities; etc. He/she serves as the Academic Review Committee Chair. The Academic counselor may be assigned to supervise the Learning Specialists, and may coordinate work assignments and oversee the Mentoring/Tutoring program.

JOB RESPONSIBILITIES

- Analyze transcripts of transfer and advanced standing students and make recommendations for acceptable courses to Academic Deans
- Oversee and perform academic counseling with students, especially those with special schedules
- Create and implement special schedules
- Serves as the Chair of the Academic Review Support Committee (ARSC)
- Monitor and advise academic probationary students
- Assists in monitoring student compliance with academic contracts
- Administer and/or oversee the administration of critical thinking, entrance, and other assigned assessments
- Maintain counseling and online student performance database
- Maintain documentation for interactions with students
- Prepares trimester reports
- Assists with coordination and evaluation of the Mentoring/Tutoring Program
- Assists with coordination, creation, and delivery of workshops for students on probation and traditional students addressing pressing study skills or advising issues
- Provide accurate information and timely services to administration, faculty, and students
• Serves on university committees as assigned
• Support the university mission through words and actions
• Enter, maintain, and retrieve information from the Jenzabar CX system
• Maintain master calendar of available mentoring/tutoring and other learning options
• Other duties as assigned

Supervisory Responsibilities

• When assigned, carry out employee supervisory responsibilities in accordance with SCU’s policies and applicable laws. This involves planning, assigning, and directing work; appraising performance; participating in the rewarding and disciplining employees; addressing complaints and resolving problems. Specifically:
  o Supervise, evaluate and direct the Learning Specialists, delegating responsibility as appropriate and necessary.
  o Provide overall direction, coordination, and evaluation of the Learning Specialists. This includes assisting in the Performance Appraisal (PA) process.
  o Conduct regular department meetings as needed.

Other Essential Job Functions

• In addition to the job responsibilities described above, all employees of Southern California University of Health Sciences are responsible for the following essential job functions:
  o Getting along with co-workers
  o Cooperating with co-workers
  o Responding politely to customers/students/candidates
  o Working as a team member
  o Being able to think quickly and act appropriately in emergency situations
  o Functioning under intense time pressure
  o Working extra hours as required
  o Continuing to perform well under pressure

SUPERVISION AND REPORTING STRUCTURE

Directly reports to the Associate Vice President for Academic Affairs, and works closely with the Academic Deans, Academic Review and Support Committee Chair (ARSC), Registrar, Student Affairs Director, and supervises the Learning Specialists.

JOB SPECIFICATIONS

• Minimum of a master’s degree in an appropriate discipline or equivalent. Strong knowledge of educational-psychological tests and reports. Strong knowledge of educational assessment.

EXPERIENCE:
A minimum of two (2) years’ experience in an office environment.

Knowledgeable in Windows based computer applications including the MSOffice suite of applications.

Experience with (or at minimum aptitude for) Jenzabar CX system or similar database management program.

Excellent oral and written communication skills.

Attention to detail is critical.

Ability to manage multiple tasks and priorities with constant deadlines.

Ability to work with minimum of supervision.

Customer Service Attitude.

Conveys professional attitude and appearance.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is required to use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

**PHYSICAL QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Expectations of SCU Staff and Faculty**
The SCU President’s Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values we aspire to. Further identified are qualities and attributes desirable for employees in general, and faculty and staff members specifically. This is in harmony with principles found in *The Advantage*, by Patrick Lencioni.

**SCU Core Values:**

1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual’s passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual’s path to accomplishment. At SCU, grit is “Sprinting the Marathon” we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment.
3. **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

<table>
<thead>
<tr>
<th>SCU Permission-to-Play Values:</th>
<th>SCU Aspirational Values:</th>
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<tbody>
<tr>
<td>1) Respect</td>
<td>1) Evidence based</td>
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<tr>
<td>2) Integrity</td>
<td>2) Passion</td>
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<td>3) Emotional intelligence</td>
<td>3) Extra mile</td>
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<td>4) Team player</td>
<td>4) Integrative</td>
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<td>5) Accountability</td>
<td>5) Adaptability</td>
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<td>6) Collegiality</td>
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<td>7) Authenticity</td>
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**Common Profile Qualities:**
1) Customer service focused
2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
3) A belief that no task that improves the University is beneath us/servant leadership
4) Be an ambassador of the brand
5) Be a part of recruitment
6) Resource innovator

**Profile-Specific Qualities By Category:**

1.) **They are a model of professional leadership**
   a. They practice excellent communication skills
   b. They practice self-reflection and personal growth
   c. They are able to maintain confidentiality
   d. They be able to engage in constructive conflict
   e. They seize initiative where required
   f. They individually and collectively prepare for substantive conversations
   g. They offer constructive support for each other & SCU
   h. They possess good organizational skills

2.) **They operate with a strategic community and external perspective**
   a. They support and engage in philanthropic endeavors
   b. They connect, engage, and give
   c. They forge partnerships in conjunction with their supervisor
   d. They participate in civic engagement

3.) **They actively facilitate the university’s vision and strategies**
   a. They bring their best ideas and perspectives to issues of importance for the good of SCU
   b. They demonstrate commitment to promoting & enhancing diversity in all forms
   c. They are able to utilize transformational leadership
   d. They operate with strategic oversight of their area and assigned initiative
   e. They offer innovative and continuous ideas for university improvements/assessments

4.) **They are a champion of the university**
   a. They have an understanding of SCU history
   b. They are committed to the Mission, Vision, and Values of SCU
   c. They participate in and help coordinate our campus events

(http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html)