

The University of Akron
Classification Specification

Job Title:	Student Services Counselor	Job Code:	80900
Job Function:	Staff	Grade:	117
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	7000 Student Services Division	Date:	2/5/14

Job Summary:

Counsel students on various aspects of student life including admission, career opportunities, financial aid, and graduation. Process various paperwork related to area of involvement. May determine and counsel students on Ohio residency requirements. Maintain records relating to the functions of student registration and student records.

Essential Functions:

30-50% Process applications and other necessary paperwork dependent on area of involvement.

20-30% Assist and counsel students on academic and/or residency requirements, educational and career plans, and selection of courses.

10-30% Perform administrative duties including managing student personnel, payroll records, and issuing letters to students. Maintain student databases and generates reports from database.

10-20% Compile and distribute data/statistics and reports to internal and external departments/agencies. Perform other clerical functions as needed.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in student advisement, counseling and/or admissions. Strong communication and customer service skills required. Basic computer skills including spreadsheet, database and word processing capabilities required. Ability to interact with people from diverse cultures and backgrounds required. Knowledge of university procedures, policies and administrative structure preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.