



University of Houston-Downtown Job Description

Job Title: Academic Counselor
FLSA Category: Exempt
Grade: 22
Job Code: 2143

DUTIES

Job Summary: Serves as academic advisor to program participants and facilitates communication between students and their instructors

Duties and Responsibilities:

- Counsels at-risk students regarding course registration, success in college, declaration of major and study skills
- Tracks, monitors, and assists students on suspension or probation at the University
- Formulates individualized academic success plans in collaboration with students scoring below Texas Success Initiative standards
- Develops and gives workshops on study skills topics such as time management, test anxiety, preparing for exams

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of 3 years

Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions	Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.
Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.
Physical Risk	Work environment involves minimal exposure to physical risks.