

The University of Texas at San Antonio

Job Description

Job Title: Honors College Academic Counselor
Code: 13082
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Honors College
Reports To: Associate Dean, Honors College

Summary

- Function: To provide advising services that are specially tailored to an honors student population.
- Scope: Responsible for all traditional advising functions for first-year honors students, while providing specialized advising in the Honors curriculum and in relevant extra-curricular activities to all honors students.

Duties

- Typical:
 1. Provide all counseling services to first-year University Honors students.
 2. Transition continuing students to appropriate advising centers
 3. Collaborates with academic advisors in the colleges and departments to ensure that students are making progress in pursuit of their academic goals
 4. Track relevant retention and graduation data regarding honor students.
 5. Maintain and record regular communication with honor students.
 6. Teach one course per semester in area of academic specialization.
 7. Assist in planning and delivering Honors Orientations
 8. Participate in campus, community service and extracurricular events for Honors.
 9. Advise honors students on graduation requirements and extracurricular options in the counselor area of specialization
 10. Advise students in an area of specialization relevant to Honors education
 11. Design and deliver programming to encourage student participation in areas of high-impact education
 12. Track and assess student progress in progressing through Honors
 13. Contribute to college governance and planning
- Periodic:
 1. Interview potential Honors students.
 2. Serve on Honors on committees

3. Participate in Honors recruiting and special events

Education

Required	Preferred
Master's degree or higher in an academic discipline	N/A

Other Requirements

Required	Preferred
Strong and engaging public speaking skills	Experience with the administration of one or more of the following areas: University admissions, study abroad, internship placement, student event planning and execution, college peer-to-peer development programs, undergraduate research, service learning, or similar student development areas
Ability to teach using high-impact educational practices	
Demonstrated ability to work independently on major tasks	
Outstanding written communication skills	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Three years working with college students in an advising, program coordination or program management capacity.	Experience working with special student populations, including high achieving students, in a collegiate setting
	Experience with Honors education at the collegiate level
	Experience with Banner or similar academic data management systems
	Two years college teaching experience in academic subjects using high-impact educational practices
	Experience with honors programs, colleges, or students

Equipment

Required	Possible
Proficiency in personal computers and related office equipment	N/A

Working Conditions

Usual	Special
Normal office environment and classroom teaching	Occasional work at special events. May include organizing, conducting, participating,

	or socializing at events outside of the office or off campus.
	Occasional nights and weekends

Supervision

Received	Given
Minimal. Reports to Associate Dean of Honors College	Occasional student supervision at events

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
