



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 2/11/2025
Revised on: 2/11/2025

Job Title	Salary Schedule	Grade	Job No.
Academic Counseling Specialist I	C3		AD9921+
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Advising	Exempt	No	Yes

JOB SUMMARY: The Academic Counseling Specialists collaborate with faculty and institutional partners at all GSCC campus locations to improve student retention and success. Academic Counseling Specialists develop and implement programs to address the needs of at-risk and low-achieving students. The Academic Counseling Specialists select instruments and administer assessments of student learning and student engagement. In addition, Academic Counseling Specialists, provide assistance and support for student service areas and faculty advisors.

QUALIFICATIONS:

- ◆ Master’s Degree or higher-level degree in Higher Education, Counseling, Student Personnel, Education, or other related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Minimum of two years of experience in student academic advising, counseling, guidance, or closely related area **required**

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent oral, written, and interpersonal skills
- ◆ Demonstrated ability to develop and implement programs that facilitate student success, retention, and program completion
- ◆ Demonstrated commitment to diversity and to supporting the academic success of all students
- ◆ Ability to travel between campus locations
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process
- ◆ Ability and willingness to work flexible hours
- ◆ Ability to work well with others, collaborate effectively in a team environment

DUTIES:

- ◆ Connect at-risk, early alert, and developmental education students with appropriate services; collaborate with other support services such as the Cardinal Tutoring Center, Student Support Services, and the Teaching and Learning Center to provide academic support

- ◆ Provide academic advising focused on at-risk students and students who do not select an educational pathway at the time of enrollment; advise, monitor, and mentor developmental education students
- ◆ Inform and, if necessary, refer students to other institutional or external resources when academic, attitudinal, attendance, or other personal problems require intervention
- ◆ Assist students with university transfer including course advisement, admission information, scholarship information, and completion
- ◆ Collect and analyze data relevant to enrollment and retention outcomes; evaluate overall program effectiveness
- ◆ Assist in developing, implementing, and assessing student engagement activities related to retention, persistence, and degree or credential completion
- ◆ Assist in developing, implementing, and delivering programs to address stop out/dropout students to encourage their return to Gadsden State
- ◆ Assist in the development, implementation, and delivery of academic information/advisor training sessions for faculty, Campus Directors, Student Services personnel, and all other staff affiliated with student advising
- ◆ Assist new and continuing students in clarifying personal, academic, and career goals
- ◆ Prepare reports, materials, and formal presentations for the department and meet all goals/objectives and timelines
- ◆ Assist with pre-college orientation and teach ORI 101 sections as needed
- ◆ Comply with all policies of the Alabama Community College System and the College
- ◆ Perform other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching; frequent movement between office locations and campus buildings
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers; ability to handle paperwork and electronic documentation efficiently
- ◆ **Lifting:** Ability to lift and carry materials, including advising resources and presentation materials, weighing up to 25 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for student advising, presentations, training sessions, and collaboration with faculty and staff

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution, with frequent interactions in advising centers, classrooms, and student support areas
- ◆ **Travel:** Regular travel between GSCC campus locations is required to provide advising and support services; occasional travel may be necessary for professional development or conferences
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate student needs, advising sessions, orientations, and special events, which may occur in the evenings or on weekends
- ◆ **Interaction:** Regular collaboration with students, faculty, staff, and external partners to support student retention, engagement, and academic success initiatives

Reviewed by:

Employee Signature

Date