General Description
Provides academic counseling to first and second year students who may be academically at risk.

Examples of Duties
- Supports the development and expansion of the Early Alert Notification program by contacting faculty and compiling a list of freshmen students who are “at risk.”
- Provides full range academic support to students, such as academic advisement, hardship withdrawals, financial aid, etc.
- Provides academic coaching and intensive outreach to “at risk” students.
- Develops service learning components of Atlanta-Based Learning by working with the Office of Civic Engagement and academic departments.
- Serves as liaison to colleges to facilitate the development of retention programs focused on upper class progression and graduation issues.
- Hosts major exploration workshops for undeclared first and second year students to examine appropriate linkage between interests, aptitude, aspirations and major selection.
- Develops first and second year student newsletters for web posting and email distribution.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of deficiencies in learning styles.
- Good organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to help students learn.
- Ability to negotiate coursework successfully for academic progression leading to graduation.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience. Master’s degree preferred.