Job Title: Graduation Counselor

BCAT Code: 09JX51  Effective Date: October 1, 2010
Pay Grade: G14  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Counsels and provides assistance to undergraduate students who are approaching graduation and/or have exceeded a degree program timeline or credit hours earned within a curriculum.

Examples of Duties
- Provides counseling, advice and assistance to students toward a timely degree progression.
- Reviews academic records, major selections, and coursework to evaluate the student progression.
- Develops a graduation progression plan and a schedule to meet the degree requirements.
- Recommends appropriate course substitutions or adjustments in the degree program.
- Assists the Academic Director of Student Retention in developing programs and practices for the academic departments in identifying and correcting challenges concerning degree completion.
- Serves as liaison to University offices, such as Academic Assistance, Student Advisement Center, etc., in identifying challenges to academic progress, and to facilitate progression toward a degree.
- Offers group or individual advisement sessions concerning progression issues.
- Directs students to available campus resources for academic success.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University and Board of Regents academic policies.
- Knowledge of University and/or college policies and procedures.
- Knowledge of Banner and Crystal Enterprise required.
- Excellent written and verbal communication skills.
- Ability to work effectively with individual students as well as present to large groups in the University community.
- Ability to recommend appropriate course substitutions or adjustments in degree programs.

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

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.