

SAMPLE: XYZ COMMUNITY COLLEGE
EARLY COLLEGE ACADEMIC COUNSELOR POSITION DESCRIPTION

This position is:

Full-time: _____
Part-time: _____ Approximate number of hours per week: _____
Temporary: _____ From: _____ to _____

Job Title: Early College Academic Counselor
Department: Early College and Dual Enrollment
Primary Area of Focus: Student Access and Support

Reports to: <NAME>, Director of Early College & Dual Enrollment

Format the E7 as follows (use additional pages as necessary):

Job Responsibilities:

- I. Provide a broad range of services in support of high school students enrolled in Dual Enrollment and Early College
 - A) Provide academic guidance and support for students enrolled in XYZ Community College Dual Enrollment and Early College programs
 1. Coordinate activities to introduce students to available resources through the college, as well as to community services and supports
 2. Advise Early College and dual enrollment students enrolled in college courses each semester, identifying students through faculty reports, the early alert system, and individual student interactions who may need additional support
 3. Plan and facilitate the College Success noncredit course in support of Early College students, integrating career exploration, college success strategies, and other timely/relevant information
 4. Work collaboratively with program faculty to develop strategies to support Early College students
 5. Communicate with other departments to facilitate and address student and program needs
 6. Communicate regularly with High School administration/guidance to discuss any concerns regarding DE/EC students
 7. Collaborate with the Data Coordinator and maintain student information within the Program database and Advisorlink
 - B) Participate in the recruitment and admissions efforts for students applying to DE/EC programs
 1. Plan and facilitate student and parent information sessions in collaboration with high school administration
 2. Plan and facilitate student orientations each semester

3. Lead recruitment efforts for prospective Early College students, ensuring intentional outreach and support of students who are underrepresented in higher education, including low-income, first-generation, culturally diverse, and middle achieving students
4. Evaluate prospective student transcripts and collect applications for processing
5. Complete student registrations each semester for DE/EC students, and facilitate process with students for add/drop, withdrawals, or administrative action

II. Collaborate regularly with area high school guidance departments/ administration

1. Collaborate with area guidance departments to ensure that all paperwork is submitted for graduation requirements and college applications
2. Serve as a liaison with partnering Dual Enrollment and Early College high schools to ensure that communication is clear and consistent between the high school and higher education partner
3. Assist the Director of Early College and Dual Enrollment and Coordinator of Early College and Dual Enrollment with implementation of dual enrollment courses taught in area high schools, including communication with school staff and college instructors, distributing and collecting books, and running evaluations, when necessary

III. Maintain professional knowledge in topics related to Dual Enrollment and Early College, transfer options, scholarship opportunities, student success, FAFSA, College Board, and Common Application.=

1. Develop, facilitate, and deliver regular workshops/seminars to DE/EC students on topics related to the four-year application process, transfer options, scholarship opportunities, FAFSA and financial aid, College Board, and Common Application
2. Provide regular seminars to Early College Students on career exploration and readiness

IV. Attend XYZ Community College advising trainings and stay current on course prerequisites and catalog changes

1. Participate in advisor meetings and In-Service trainings to remain up to date on program requirements
2. Attend yearly catalog update meetings
3. Perform other duties as assigned by the Director or Coordinator.

President or Designee

Date_____

Professional Staff Member

Date_____