UNIVERSITY OF SOUTHERN CALIFORNIA

Academic Review Counselor

Job Code: 137107

Grade: H
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:
Monitors eligibility for continued enrollment and provides counseling for students identified as having academic difficulties. Reviews all student requests for exceptions to academic policies. Advises disqualified students on meeting the requirements for readmission.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______  _____ Advises students identified as academically deficient on policies and procedures relating to their academic status and on requirements for removing probationary status.

______  _____ Reviews all student requests for exceptions to academic policies. Assists students in understanding policies, rules governing exceptions, and documentation required. Communicates to student outcomes and possible alternative solutions.

______  _____ Assesses problems underlying academic difficulties and refers student to appropriate department for further support and counseling.

______  _____ Gives permission for registration to students on academic probation or disqualification and Undergraduate Access Program students.

______  _____ Advises disqualified students of readmission policies and assists them in the preparation of Petitions for Readmission.

______  _____ Reevaluates student Academic Status when changes are made to the academic record.

______  _____ Provides information to academic advisors, faculty, Deans and University Administrators regarding the academic status of individual students as well as University policies on academic eligibility, readmission procedures, and exceptions to registration regulations.

______  _____ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No ☑ Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
- Bachelor's Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 6 - 12 Months
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
- Counseling and/or academic advisement

Skills: Other:
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Problem identification and resolution
- Research

Supervises: Level:
- Supervises employees and student workers

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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