

# The University of Texas at San Antonio

## ***Job Description***

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Job Title: Honors College Academic Counselor  
Code: 13082  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Honors College  
Reports To: Director, Nationally Competitive Awards [60%] and Assistant Dean of Enrollment [40%], Honors College

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## ***Summary***

### Function:

Works with Assistant Dean of Enrollment to recruit and onboard new honors students and works with Honors Academic Team to provide intellectual discovery and career coaching tailored to an honors student population.

### Scope:

Organize, coordinate and host information sessions for prospective students; Advise, guide and mentor Honors College students in three of the six Honors curricular areas, subject to need.

## ***Duties***

### Typical:

1. Communicate and recruit prospective honors students with Assistant Dean of Enrollment.
2. Coordinate and host information sessions for prospective students.
3. Organize and host new student orientation with Honors Academic Counseling Team.
4. Assist with new student onboarding.
5. Advise, guide and mentor Honors College students in Honors curriculum completion in three of six areas, subject to need.
6. Assist students in preparation of application materials for internships and service positions.
7. Organize the Experiential Learning Fair in November and April in coordination with Honors Academic Counseling Team.
8. Conduct audits for all Honors students with assistance from Honors Academic Counseling Team.
9. Track relevant retention and graduation data regarding honor students.
10. Maintain and record regular communication with honor students.
11. Teach one course in the summer (Tutorial 1, or Honors Seminar, plus guest lecture duties in HON 101 in fall and spring).
12. Participate in campus, community service and extracurricular events for

<p>Honors, initially virtually until December 31, or in person, when deemed appropriate.</p> <p>13. Design and deliver programming to encourage student participation in areas of high-impact education.</p> <p>14. Perform other duties as assigned.</p> <p><u>Periodic:</u></p> <ol style="list-style-type: none"> <li>1. Interview potential Honors students.</li> <li>2. Serve on Honors on committees</li> </ol>
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***Education***

<b>Required</b>	<b>Preferred</b>
Master’s degree or higher from an accredited institution in an academic discipline.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Strong and engaging public speaking skills	Experience with the administration of one or more of the following areas: undergraduate admissions, study abroad, internship placement, student event planning and execution, college peer-to-peer development programs, undergraduate research, service learning or similar student development areas
Ability to teach using high-impact educational practices	
Demonstrated ability to work independently on major tasks	
Outstanding written communication skills	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years working with college students in an advising, program coordination or program management capacity.	Experience working with special student populations, including high achieving students, in a collegiate setting
	Experience with Honors education at the collegiate level
	Experience with Banner or similar academic data management systems
	Two years college teaching experience in academic subjects using high-impact educational practices
	Experience with honors programs, colleges or students

### *Equipment*

<b>Required</b>	<b>Possible</b>
Proficiency in personal computers and related office equipment	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office environment and classroom teaching	Occasional work at special events. May include organizing, conducting, participating, or socializing at events outside of the office or off campus.
	Occasional nights and weekends

### *Supervision*

<b>Received</b>	<b>Given</b>
Minimal supervision from assigned supervisor.	Occasional general supervision of student workers at events

### *Accuracy*

Proficiency in all phases of the duties performed.
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### *Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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### *Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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