Job Summary:
Under the general supervision of the lead undergraduate counselor, the incumbent provides a broad range of academic counseling services to the undergraduate students in the Bren School of Information and Computer Sciences undergraduate programs. Duties include: prospective and current student academic advising, evaluation and maintenance of students records, knowledge and application of Academic Senate rules, regulations, degree requirements, unit policies and procedures, academic probation and contracts, and a variety of referral services for students. Counseling skills, sound judgement, and discretion is required. Resolves conflict as needed.

Job Description:
Job Essential Function 1
Percent of Time: 70%
ACADEMIC COUNSELING AND ACADEMIC PROGRAM ADMINISTRATION

- Provide counseling to current ICS undergraduates. Analyze, interpret and explain University and School policies which pertain directly to degree progress, students behavior, grade point average requirements, course substitution, grade changes, deadlines and other undergraduate procedures and policies, working directly with outside departments if need arises. Facilitate major exploration for those students considering a major other than ICS. Present various options and make appropriate referrals.

- Conduct new student orientations for incoming freshmen, transfers and international students. Participate in the planning of various ICS and University programs for student recruitment.

- Counsel students on academic probation, identifying areas of difficulty and determine the best plan of study for the student. Refer student to appropriate campus resources and learning aids. Refer disqualification cases to supervisor.

- Advise prospective students about ICS majors and minors, and related admissions requirements and policies, including change of major, second baccalaureate, freshman and transfer admission. Assist prospective students with program planning and course selection. Advise non-majors taking Bren ICS courses.

- Evaluate the transferability of course work completed outside the University and advise students on how the courses comply with specific UCI requirements. Explain articulation agreements with community colleges, as well as which courses may better prepare students for upper-division UCI courses.

- Participate in meetings as an ICS academic advising representative for the Study Abroad Center, International Center, Campus Committee of Academic Counselors, Campus Housing, and Campus Wide Honors Collegium.

- Advise students on careers relevant to the field of computer science and graduate school preparation. Provide students with information on internships and research; refer students to campus research opportunities and funding programs such as UROP and SURF-IT.

Job Essential Function 2
ADMINISTRATIVE RESPONSIBILITIES:

- Edit and proof content used for online communication, recruitment, and orientation events.
- Act as a representative to UCI Athletics, advise Bren ICS student athletes, and process student athlete academic compliance worksheets annually.
- Explain Senate, University and ICS policies to students and faculty. Discuss possibility of exceptions; discuss nonroutine requests with Associate Director. Assist faculty in identifying their options and informs them of past precedent.
- Signature authority for routine decision following ICS and UCI guidelines. Authority to approve routine change of major requests; ICS Undergraduate Student Petitions; readmission applications; grade change forms; adds, drops, and change of grade options; enrolling over minimum unit limits, part time status; applications for graduation; International student extension or verification forms; financial aid forms; late enrollment. Refer unusual or difficult cases to supervisor.
- Complete other special projects as assigned by supervisor.

Skills, Knowledge and Abilities:

Required:

- BA/BS with 3-5 years and/or a combination of equivalent education and experience.
- Skill in interacting with persons of various social, cultural, economic and educational backgrounds for the purpose of advising students and working with faculty, staff and students.
- Demonstrated skill in employing fundamental counseling techniques with sensitivity sufficient to assist students in the resolution of problems or establishment of academic goals.
- Ability to show empathy and sincere concern about student problems. Skill in listening perceptively and conveying awareness.
- Ability to recognize problems and generate alternatives or offer solutions based on knowledge of procedures and existing guidelines.
- Skill in setting priorities which accurately reflect the relevant importance of job responsibilities.
- Ability to perform effectively under condition of fluctuating workload, frequent interruptions, conflicting deadlines and time constraints.
- Skill in working independently and following through on assignments with minimal direction.
- Effective oral and written communication skills for presenting accurate information during individual or group counseling/advising/orientation, and in public presentations to campus and community groups.
- Ability to establish and maintain cooperative working relationships with colleagues, faculty, university officials and the public involved in program activities.
- Ability to adhere to established attendance and punctuality rules.
- Ability to work occasional overtime, weekends and evenings.
- Skill in Microsoft Office suite and Google applications.
- Ability to uphold University policies and procedures when dealing with unexpected occurrences. Uses experienced judgement in resolving issues.
- Knowledge of University Policies and Procedures, UCI academic and student support services, Academic Senate Rules and Regulations, Family Rights Privacy Act.

Desired:

- Demonstrated work experience in undergraduate counseling in an institution of higher education is highly desirable.
- Demonstrated skill in the organization of student events.
• Knowledge of ICS School policies and procedures.
• Knowledge of ICS major and minors.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/4946988-student-affairs-officer-ii