**Counseling and Development Specialist II Standard Job Description**

**Classification Title:** Counseling and Development Specialist II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Counseling & Development Specialist II, under general supervision, provides academic skills, academic counseling, and other services to students in individual and group formats.

**Essential Duties and Tasks:**

**30% Academic Support Student Counseling**

* Provide individual student consultation and mentoring regarding academic support for coursework.
* Administer and interpret diagnostic testing to evaluate learning skills and learning needs, then provide appropriate support.

**20% Student Evaluation**

* Provide individual evaluation and academic support for preparation for both classroom and national exams such as the USMLE Step 1 and Step 2.
* Assist in the development of reports and data entry.

**20% Risk Identification**

* Identify and provide early intervention for at-risk students.

**10% Development & Implementation of Academic Support Programs**

* Assist in the planning, development, and implementation of all College of Medicine academic support services for College of Medicine students, primarily on the BCS campus.
* Provide students various workshops, resources, and other services depending on identified academic needs of the students.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in area relevant to position.
* Five years post-bachelors experience related to position.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and database applications.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Standard Office Equipment

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**