



JOB INFORMATION

Job Code:	137119
Job Title:	Degree Progress Counselor
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Academic Review/Counseling
Job Family Group:	Academic Advising and Career Counseling
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides information and advisement services to undergraduate and graduate students and university departments in the areas of university policies and procedures, degree requirements, exceptions to academic policy, and transfer credit.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Counseling and/or academic advisement experience.
X		Basic understanding of higher education and a familiarity with computer applications.
	X	Prior student services experience working in an academic environment as an advisor or counselor.

Other Job Factors

- Extensive training will be provided on all job-related functions, including policies and procedures, the student information system, and the degree audit application.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Responds to inquiries and requests from students and/or staff regarding established procedures relating to current and past degree requirements, exceptions to academic policy, and transfer credit evaluation.				
Assists the campus community in understanding policies, rules governing exceptions, and required documentation. Troubleshoots problems, identifies alternatives, and communicates outcomes and possible solutions.				
Maintains student records in a computerized environment and completes report-driven tasks related to the degree audit.				
Trains and guides departmental academic advisors on undergraduate and graduate records processing. Provides technical information related to degree requirements and transfer credit application.				
Records degrees and/or certificates when degree requirements have been met.				
Maintains currency with the university curricula, practices, policies and procedures relating to degree requirements, exceptions to academic policy, and transfer credit evaluation. Provides clarification of policies and procedures for academic advisors, students, faculty, and administrators.				
Assists in updating department documentation and training internal staff members.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.