

**Counselor, Shared - BC, AISD
Brazosport College**

Direct Link: <https://www.AcademicKeys.com/r?job=262821>

Downloaded On: Sep. 22, 2025 4:17pm

Posted Sep. 22, 2025, set to expire Oct. 31, 2025

Job Title Counselor, Shared - BC, AISD
Department Dual Enrollment & Achievement
Institution Brazosport College
Lake Jackson, Texas

Date Posted Sep. 22, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Counseling Services

Apply Online Here <https://apptrkr.com/6581102>

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Job Description

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Posting Number: 70948

Position Type: Administrative/Staff

FTE: Full-time

Department: Dual Enrollment & Achievement

Job Summary/Basic Function:

This Shared Counselor position reports to the Director of Dual Enrollment & Achievement through the Shared Dual Administrator at AISD and is responsible for the following duties:

- Implement initiatives targeted at enriching the educational journey of dual enrollment students. Provide students and families with comprehensive guidance on the college onboarding process, high school endorsement/ college pathway alignment, FERPA, and course selection; assist students in making informed career and academic decisions.
- Primary point of contact for students encountering academic or logistical issues. Monitors student dual enrollment academic progress and engages in supporting students.
- Serves on formal and informal committees at BC and AISD.
- Presents seminars and workshops at BC and AISD to assist students and their parents in academic and career decisions.
- Performs administrative duties including detailed record keeping, data gathering and report preparation.
- Works with Dual enrollment & Achievement to coordinate course offerings, instructors, and scheduling.
- Reporting date annually follows AISD start date for counseling personnel
- Position is housed at Angleton ISD

Minimum Qualifications:

- Minimum of a Master's Degree in Counseling, Psychology, Education, or a related field from a regionally accredited college or university.
- Have knowledge of counseling theories/methods, Texas Higher Education Coordinating Board rules regarding dual enrollment programs.
- Understand and discuss Higher Education FERPA guidelines with student and parents.
- Written and oral communication skills/human relations skills.
- Strong technical skills with MS Office Suite.

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- Knowledge of various assessment instruments.
- Other qualities, experiences, and skills that enhance one's value to the institution, including exceptional employment or educational qualifications, may be given special consideration.

Desirable Qualifications:

Physical Demands:

Able to traverse campus, reaching, handling, fine dexterity, vision, hearing, and talking; ability to drive to off campus locations as needed

Posting Date: 09/18/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 09/28/2025

Special Instructions to Applicants:

It is a requirement for an official transcript, (not a copy), documenting the minimum degree requirements be sent directly from the issuing institution to the attention of Human Resources at Brazosport College, 500 College Dr., Lake Jackson, TX 77566.

Applicants should attach a letter of interest, copies of official transcript(s), and resume or curriculum vitae.

To apply, visit <https://employment.brazosport.edu/postings/4638>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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