1. Provided emotional support and counseling for students struggling with pressures of school life.
2. Liaised with finance, registrars and academic affairs departments to strategically inform students of updates and keep on track to graduation.
3. Met with students in-person and spoke over telephone to help students construct class schedules.
4. Identified students in need of special attention to implement strategies for success.
5. Supported career services by counseling students on career options and guiding job search skills development.
6. Participated in [Type] and [Type] school promotional activities to build reputation within community.
7. Mentored low achieving students to develop plans for grade improvements.
8. Identified potential barriers within student academic process to initiate steps for resolution.
9. Collaborated with finance counselors to coordinate student financial and academic progress.
10. Maintained [Number]% student retention rate by providing world-class service to over [Number] students by linking education to careers.
11. Received and reviewed transcripts to determine eligibility for admission to college or specific programs.
12. Mentored students, offering advice and support on topic selection, appropriateness and academic value.
13. Preserved student academic files and monitored student progress and achievements using [Software] and [Software].
14. Advocated for candidates in devising tailored Ph.D. title and proposal development, preparation of model upgrade reports demonstrating progress and compilation of [Type] projects.
15. Developed [Type] activities and workshops to support new students, students on academic warning and honors students.
16. Reviewed student files to meet deadlines for completing various graduation requirements.
17. Met firm deadlines while applying result-driven and goal-oriented methodology to teaching initiatives.
18. Consulted with students to advise on topic selection, appropriateness and academic value.
19. Conducted seminars, workshops, and educational presentations for enrichment opportunities for students.
20. Facilitated academic and cognitive assessments to provide resource referrals according to individualized needs.