



Job Description

Job Title: Assistant Director Counseling Services

Grade: L

Department: Counseling & Advisement Services

FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Assists the Director of Counseling services with managing the operations of the department, addressing student concerns and coordinating professional development and training for staff.

Characteristic Duties and Responsibilities:

1. Assists in planning, implementing, supervising and evaluating counseling services at Central Campus.
2. Assists management of support staff operations at Central Campus.
3. Recommends departmental goals and objectives which support institutional goals and objectives.
4. Assists in the development and implementation of Student Success Services policies and procedures.
5. Troubleshoots student concerns on Central Campus as related to registration and/or counseling and advisement process.
6. Collaborates with Director of Counseling Services in coordinating assignments of work activities and programs at Central Campus.
7. Participates in coordinating on going counseling staff training.
8. May mentor or assist in the training of peer advisors and work-study students.
9. Manages work scheduling for Student Counselors assigned to Central Campus.
10. Collaborates as an administrative resource for other areas of Student Success Services.
11. Perform other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director Counseling Services

Direction Given: Provides functional guidance to Student Counselors including general scheduling, assigning tasks and monitoring work activities; may direct and monitor work of student and/or temporary workers



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Minimum Requirements:

Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development or marriage and family therapy, and two years of full-time work experience in counseling, preferably at a higher education institution

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of academic program requirements

Knowledge of counseling techniques

Strong communication skills

Leadership skills

Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently traveling between buildings on campus or to other campuses; infrequently twisting or bending at the waist or reaching overhead; frequently listening to and talking with students, faculty and other staff members in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse