



Job Description

Job Title:	Director of Counseling Services	Grade:	M
Department:	Counseling and Advisement	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:

Manages and directs Counseling Services, including the areas of academic, personal, and career counseling. Coordinates assigned activities with other divisions and departments, and provides highly complex staff assistance to the Associate Dean for Student Success.

Characteristic Duties and Responsibilities:

1. Plan, organize, and direct all activities for Counseling Services.
2. Recommend goals and objectives.
3. Assist in the development and implementation of policies and procedures.
4. Coordinate assigned activities with other divisions and departments to ensure that services for students, faculty and staff are provided.
5. Assign work activities, projects, and programs; monitor work flow, and review, evaluate, and communicate progress.
6. Develop innovative methods of delivery of services based on needs of students, faculty, and staff.
7. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for expenditure requests, monitor and control expenditures.
8. Participate in recommending the appointment of personnel; provide or coordinate staff training; and work with employees to correct deficiencies.
9. Assist referred students experiencing difficulty with information verification and problem solving.
10. Serve as administrative resource for other areas of the Retention Services.
11. Other duties as assigned



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Reporting Relationships:

Direction Received: Reports to Associate Dean for Student Success.
Direction Given: Responsible for supervision of professional exempt staff and nonexempt classified staff.

Minimum Requirements:

Requires a Master's degree from a regionally accredited institution in Counseling or Behavioral Sciences and four to six years of experience in counseling in a college or university setting; supervisory experience preferred

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of organizational and management practices
Knowledge of supervision principles
Knowledge of counseling theory
Communication skills

Working Conditions:

Typical office environment; travel between buildings on campus and to other campuses; infrequently lifting or carrying objects up to 10 lbs.; infrequently twisting or bending at the waist, and reaching overhead; frequently sitting at a desk or workstation and using a computer display and keyboard



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