



## Job Description

<b>Job Title:</b>	Student Counselor	<b>Grade:</b>	L
<b>Department:</b>	Counseling & Advisement Services	<b>FLSA:</b>	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:**

Provides counseling support, professional guidance and information to students. Counsels students using a holistic approach in the goal attainment process. Advises students in course selection, registration and program information.

### **Characteristic Duties and Responsibilities:**

1. Advises students in determining educational and vocational goals, course selection, registration, program requirements, and how to access information on these topics.
2. Counsels students on how to overcome individual academic problems and provides referrals for additional academic and tutoring assistance.
3. Reviews, evaluates, and interprets transcripts and test results of applicants to the college.
4. Provides information to students and parents regarding admission requirements and other policies and procedures.
5. Advises students regarding personal problems including crisis intervention; refers students to campus or community resources as appropriate.
6. Maintains a library of information and resources regarding academic and vocational options for students.
7. Assists in the orientation process for new students at the college.
8. May act as liaison between student and faculty in order to resolve any conflicts or problems.
9. May mentor or assist in the training of peer advisors and work study students.
10. Maintains files on activities; gathers and records information in order to track progress of individual students.
11. Perform other duties as assigned.

### **Reporting Relationships:**

***Direction Received:*** Reports to Director Counseling Services.

***Direction Given:*** No responsibility or authority for supervision of others, project direction, and program administration.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

January 2008



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### **Minimum Requirements:**

Master's degree from an accredited institution in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development or marriage and family therapy, and one year of full-time work experience in counseling (or part-time experience equal to 2,080 hours) or completion of a full-time counseling internship lasting at least one full school year

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of academic program requirements  
Knowledge of counseling techniques  
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; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone