



Job Classification Description

COLLEGE COUNSELOR/CSC VSC UP PAT Bargaining Unit

**Grade 12
Exempt**

BASIC FUNCTION

To direct and coordinate student counseling services, mental health educational programs, mental health assessment and referral and to provide direct developmental counseling services for individual students.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate the specific programs, services and functions of the College's counseling program in the Wellness Center.
- Develop and modify programs, operating policies, procedures and services in accordance with student needs and Wellness Center and institutional objectives.
- Carry out a variety of key research and planning tasks related to counseling services and programs.
- Exercise full supervisory authority over counseling interns, as well as, one or more student assistants. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks or problems, and the like.
- Provide short-term personal and social counseling services to students, including individual psychological testing and evaluation, workshops and group leadership programs, and emergency crisis intervention services. Make referrals to other CSC or outside services as appropriate. Maintain related case records.
- Serve as a consultant and trainer for residential life and other student services staff on counseling-related matters. Meet regularly with Residential Life Staff to develop and implement relevant programs and operating systems. Conduct training workshops for staff. Confer frequently with Resident Assistants regarding a wide range of floor issues involving counseling matters. Present workshops and educational opportunities for students on relevant topics.
- Instruct, advise and provide educational program to various groups and individuals on campus regarding counseling and human development concerns.
- Manage and direct the Alcohol and Other Drugs (AOD) program. Plan and present programs at various special campus events.
- Confer regularly with the Director of the Wellness Center, Dean of Students, student affairs staff, faculty, and other CSC personnel, as well as, parents, community health care providers, and others outside the College, to plan, coordinate and evaluate activities/programs, exchange information, make case referrals, investigate and resolve problems, and the like.
- Serve on various College committees as appropriate.
- Plan and administer appropriate counseling record systems.

- Prepare various administrative and management reports.
- Keep abreast of current developments in the field.

SUPERVISION RECEIVED

General supervision and direction is received from the Dean of Students/Director of Wellness Center. Additional supervision is received from outside appropriate professionals for case supervision.

SUPERVISION EXERCISED

Functional and administrative supervision of counseling interns.

MINIMUM QUALIFICATIONS

Masters degree in counseling or related field, with doctorate desirable, with appropriate license or certification, plus two to four years of relevant counseling and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of technical knowledge related to counseling theories and techniques.
- Good counseling skills, Effective approach to communicating with college students, including crisis intervention, with experience in counseling issues of young adults (drug and alcohol use/abuse, sexual issues, eating disorders, family relationships, etc.). Strong comprehensive understanding of relevant diagnosis and testing methods.
- Good Treatment planning, administrative, and supervisory skills.
- Ability to deal effectively with a wide range of individuals and groups within and outside of the College, including public speaking and presentation skills.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.