VSC
VERMONT STATE COLLEGES

Job Classification Description

DIRECTOR OF COUNSELING/CSC **Grade 12**
VSC UP – PAT Bargaining Unit **Exempt**

BASIC FUNCTION

To direct and coordinate student counseling services; to provide direct counseling services to individuals.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate the specific programs, services and functions of the Counseling department, including operating policies, procedures and methods. Develop and modify programs/ methods/services in accordance with student needs and institutional objectives.
- Carry out a variety of key research and planning tasks related to counseling services and programs.
- Exercise full supervisory authority over one clerical staff member, 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/social counseling services to students, including individual psychotherapy, 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 Director and Hall Directors 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 for students on relevant topics; and so forth.
- Instruct, advise and provide information to various groups and individuals on campus regarding counseling and human development concerns, such as alcohol awareness. Plan and make presentations at various special campus events.
- Confer regularly with the Assistant Dean for Campus Life, 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.
- Plan and administer appropriate department record systems.
- Prepare various administrative/management reports.
- Keep abreast of current developments in the field.

SUPERVISION RECEIVED
Direction is received from the Assistant Dean for Campus Life. Director of

SUPERVISION EXERCISED
Functional and administrative supervision of one clerical staff member, as well as one or more student assistants.

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, including crisis intervention, with experience with counseling issues of young adults (drug and alcohol use/abuse, sexual issues, eating disorders, family relationships, etc.); good understanding of relevant diagnostic and testing methods.
- Good 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/presenting 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.

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