



Job Classification Description

SPECIAL SERVICES COUNSELOR/LSC VSC UP - PAT Bargaining Unit

**Grade 11
Exempt**

BASIC FUNCTION

To provide student academic and personal counseling services.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Provide a full range of counseling services to students: determine needs and assess resources; follow up with students as needed; provide on-going personal counseling; serve as an academic counselor to students; assist students in improving study skills/habits; help students deal effectively with roommate and other relationship difficulties.
- Write case notes documenting student contacts.
- Confer regularly with supervisor and other College personnel, as well as community health care and social service providers or others outside the College, to plan, coordinate and evaluate activities, exchange information, consult on individual student cases, make referrals, investigate and resolve problems.
- Assist in overall program activities, including development of new outreach strategies, study skills/ college survival handouts and workshops, tutor training, and the like.
- Keep abreast of current developments in the field.
- Serve on relevant campus committees; work effectively with faculty and staff.

SUPERVISION RECEIVED

General supervision is received from the Director of Special Services.

MINIMUM QUALIFICATIONS

Master's degree in counseling, psychology or other appropriate discipline, plus one to two years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- * Familiarity with the operation of college student support services.
Directly related experience in higher education counseling preferred.
- * Demonstrated ability to understand the psychological and cultural characteristics of economically and educationally disadvantaged students, particularly in a rural setting.
- * Excellent counseling skills.
- * Workshop planning and delivery skills desirable.
- * Ability to deal effectively with other College personnel as well as parents and community service providers in carrying out the various coordinating, liaison and advocacy aspects of the job.

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.