

## **COUNSELOR**

### **GENERAL STATEMENT:**

Provides educational, personal, and occupational information to students involved in academic and life decision-making area.

### **REPORTS TO:**

Director of Guidance Services

### **OCCUPATIONAL GROUP:**

Professional/Non-faculty

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree in Counseling, Psychology, or a related field including 18 graduate hours in counseling.

#### **LICENSE OR CERTIFICATION:**

LPC or equivalent licensure preferred.

#### **EXPERIENCE:**

Two (2) years experience in counseling preferred.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Assist students in planning educational programs compatible with their needs, interests, and ability.
- Assist students who seek help on personal, social, occupational, and educational problems and make referrals when deemed advisable.
- Assist students with course advisement and registration and approve students' class schedule, course changes, and program modifications.
- Advise students on policies relating to class attendance, academic loads, conduct, and scholastic standards.
- Administer interest tests and interpret results.
- Maintain records on all students.
- Advise students regarding test scores.
- Assist instructor with follow-up of students who have excessive absences or unsatisfactory grades.
- Serve on standing and special committees as assigned by the president.
- Work with all freshman orientation programs.
- Occasionally assist with recruitment of prospective students specified by the director of school relations.
- Serve as transfer articulation liaison between TVCC and transfer colleges.
- Attend assigned and/or selected workshops and conventions throughout the year.
- Alternate test administrator for THEA.
- Athletic advisor for football team.
- Coordinate Fall College Day program with area universities.
- Other duties as assigned by appropriate supervisory personnel.

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**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- Some nights and weekend work required.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 09/28/06*

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