

DIRECTOR OF GUIDANCE SERVICES

GENERAL STATEMENT:

Plans, manages, and directs the guidance and counseling services.

REPORTS TO:

Dean of Enrollment Management

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Counseling or related field, such as psychology or social psychology.

LICENSE OR CERTIFICATION:

LPC, NCC, or equivalent preferred.

EXPERIENCE:

Three (3) years experience as counselor or academic advisor at a college or university.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Supervise staff of the guidance services center and insure that counselors are available to assist students at appropriate times.
- Supervise the advisement, counseling, registration, and career planning functions of the guidance services center.
- Prepare the budget for guidance services and submit to the dean of enrollment management.
- Cooperate with the various administrators in planning and implementing advisement and counseling procedures.
- Supervise the preparation of follow-up reports.
- Assume responsibility for the effectiveness of the freshman orientation program and insure that orientation classes are properly scheduled and staffed.
- Develop degree plans for students.
- Maintain accurate records for all students.
- Assist with recruitment of students for the College.
- Maintain a job placement program and job information for students.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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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:

JD171