

VOCATIONAL COUNSELOR

GENERAL STATEMENT:

Provides educational, personal, and occupational information to students involved in life decision-making area. Utilizes various counseling techniques including workshops and seminars for students.

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 preferred.

EXPERIENCE:

Two (2) years experience in counseling in an institution of higher education.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Assist in the recruitment of non-traditional vocational students.
- Assist vocational students in planning training programs compatible with their needs, interests, and ability.
- Assist student with course advisement and registration, and approve student's class schedule, course changes, and program modifications.
- Supervise the administration of occupational assessment for vocational students.
- Assist vocational instructors with follow-up of students who have excessive absences or unsatisfactory grades.
- Provide counseling services to vocational students.
- Supervise the operation of the Career Center and job placement programs.
- Conduct student follow-up activities for the College.
- Serve as students with disabilities coordinator.
- Maintain accurate records on all students and record accurate information for student files.
- Administer interest tests and interpret results.
- Advise students regarding TSI.
- Assist with summer freshman orientation.
- Advise students regarding career opportunities in their desired field of employment and refer them to appropriate employers.
- Advise students and refer them to part-time and summer positions that will help them to meet an economic need and/or assist them in career exploration.
- Communicate pertinent information derived from research, follow-up studies, or current labor market reports.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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: 03/30/07

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