

COUNSELOR, HEALTH SCIENCE CENTER

GENERAL STATEMENT:

Serves as counselor, academic advisor and recruiter for the Health Science Center and processes and maintains records for selection into health occupations programs.

REPORTS TO:

Provost of Health Occupations

OCCUPATIONAL GROUP:

Professional/Non-Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in counseling, psychology or related field.

LICENSE OR CERTIFICATION:

LPC, NCC or equivalent preferred.

EXPERIENCE:

Three (3) years work experience in counseling or related field. Experience in higher education preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Counsel students with personal, social, and educational problems and make referrals when advisable.
- Maintain counseling records on students.
- Process and maintain all applications for admission to health occupations programs and participate in the selections processes.
- Maintain open communication with health occupations instructors.
- Serve as part of an evaluation team handling student problems such as excessive absences, unprofessional behavior, unsatisfactory grades, or special accommodations.
- Hold workshops and seminars for current health occupations students or future students during career days.
- Assist students with admission information, major choices, and health occupations admission requirements.
- Assist in the registration process with pre-registration, academic advisement, and late registration.
- Disseminate health occupations information to potential students.
- Develop and implement recruitment plans for the health occupations programs.
- Assist the Provost of the Health Science Center with annual production and distribution of health occupations brochures.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom 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: 08/25/97 Revised: 11/9/07

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