

COUNSELOR, STUDENT SUPPORT SERVICES

GENERAL STATEMENT:

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

REPORTS TO:

Director of Student Support Services

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in one of the following areas: Counseling and Guidance, Educational Administration, Teaching, or Social Work.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years counseling experience with low-income, disadvantaged, individuals with disabilities, minority and/or returning adult students in areas of employment and/or education.

OTHER:

Knowledge of counseling techniques, higher education financial aid, and academic practices.

DUTIES AND RESPONSIBILITIES:

- Provide personal, career, financial and academic counseling and guidance to project participants.
- Assist project director in administering a comprehensive needs analysis to each project participant.
- Assist enrolled participants to initiate, continue, or resume their educational program of study.
- Assist project director in conducting follow-up activities on former project participants.
- Assist project director in administering, scoring, and the interpretation of standardized tests to project participants.
- Assist in the selection process of participants for the project.
- Assist project participants with individual registration, completion of financial aid forms, schedule changes, and academic advisement.
- Attend local, state, and regional educational and professional staff development workshops.
- Shall Administer the student support services program in the absence of the project director.
- Shall maintain complete documentary files and shall perform those programmatic tasks that would insure the satisfaction of all program objectives.
- 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:

JD152