

## **COUNSELOR, HEALTH SCIENCE CENTER**

### **GENERAL STATEMENT:**

Serves as counselor, academic and vocational advisor, and recruiter for Health Science Center and maintainer of records for selection into health occupations programs.

### **REPORTS TO:**

Dean of Health Occupations

### **OCCUPATIONAL GROUP:**

Professional/Non-Faculty

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree in counseling and guidance.

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

LPC or NCC or equivalent preferred.

#### **EXPERIENCE:**

Three (3) years work experience in the area of higher education involving counseling or related field.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Assist students who seek help on personal, social, occupational, and educational problems and make referrals when deemed advisable.
- Assist instructors with follow-up of students who have excessive absences or unsatisfactory grades.
- Develop and maintain open communication with health occupations instructors.
- Serve as a part of an evaluation team in handling student problems.
- Hold workshops and seminars as deemed necessary by health occupations instructors.
- Assist students with admissions information, degree plan choices, and admissions requirements.
- Provide academic advisement and career counseling for students.
- Coordinate pre-registration and late registration processes.
- Maintain counseling records on students.
- Disseminate health occupations information to students.
- Develop and implement recruitment plan for health occupations programs.
- Cooperate with dean of enrollment management on admissions documents, registration documents, and graduation application process.
- Work with dean of health occupations on annual production of health occupations brochures.
- Maintain records of students applying for admission to health occupations programs and participate in selection processes.
- 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.*

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*Employee's Signature*

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

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*Supervisor's Signature*

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*Date*

*Approved: 08/25/97      Revised: 07/09/02*

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