

Position Description

Position Title: Counselor & Instructor

Classification: Unclassified

Function of Work:

Supervision Received: Frances Welch; Whitney House

Supervision Exercised: Tutors

Qualifications: Master's Degree in Counseling, Psychology, Social Work, or related field with appropriate experience is required. Professional licensure (LPC, LCSW, LMFT); experience in Higher Education and ability to work with first-generation students desired.

Responsibilities

- Provide individual and group counseling in the areas of personal, academic, career and financial & economic literacy.
- Administer standardized and career diagnostic tests; and interpret results.
- Manage student files, documentation, appointments, etc. to meet grant expectations and goals.
- Facilitate and supervise the hiring, training, and management of tutors and tutorial services for SSS and CONSAH participants.
- Develop and maintain relevancy of curriculum for ACSK1010; teach two designated SSS courses.
- Identify and recruit students for SSS TRIO program based on eligibility and academic need.
- Supervise the development and implementation of all services and activities to meet SSS grant objectives.
- Deliver services and educational programs to students; and monitor participants' progress.
- Provide referrals to other services when appropriate so as not to duplicate SSS services.
- Schedule, plan and conduct group workshops.
- Assist in the annual Faculty Advisory Board activities.
- Assist in the maintenance of accurate SSS data to generate monthly/quarterly/annual reports and evaluate the performance of participants.
- Assist in the preparation of Annual Performance Reports.
- Serve as a liaison to university departments, and conduct SSS informational presentations.
- Develop and maintain a network of educational, financial, and career resources for the benefit of the program and participants.
- Serve as Disabilities Liaison for CONSAH.
- Organize and assist with student social events.
- Proctor exams for online and Disability Students.
- Serve on university committees as assigned.
- Periodic travel to Alexandria, main campus and some evening and weekend work required.
- Perform other teaching and advising duties as assigned.