

Position Description

Position Title: Counselor/Instructor

Classification: Unclassified

Function of Work: Provide counseling support to facilitate student success

Supervision Received: Director of Counseling and Career Services

Supervision Exercised: Graduate Assistants, Counseling and Psychology interns, student workers

Qualifications: Master's degree in Counseling (or related field) and professional licensure is required.

Responsibilities

- Provide counseling services to university students who are experiencing mental, emotional challenges;
- Personal developmental counseling to faculty/staff as client load permits;
- Provide counseling in appropriate format: Individual, couple, group counseling;
- Provide support and mentoring to graduate counseling interns;
- Provide outreach services to residence halls, clubs and organizations;
- Serve on a counseling crisis team to assist students and others in the university;
- Provide on-call (24 hour) assistance to students involved in crisis situations;
- Serve on university committees as designated;
- Instruct University Studies 1000;
- Maintain contact with appropriate community agencies as collaborative resources;
- Administer and interpret standardized tests for career and personal exploration as approved by LPC Board;
- Assist with the planning and implementation of special activities for C&CS;
- Conduct seminars and presentation on current student mental health issues;
- Work with faculty/staff/admin. in developing services to address student needs;
- Develop appropriate paperwork for documentation of counseling services;
- Maintain professional license, certification and membership in prof. organizations;
- Serve as advisor for student-run outreach organization and programming (SWAT).