

# Position Description

**Position Title:** Director, Counseling & Career Services/Counselor/Instructor

**Classification:** Unclassified

**Function of Work:** Counseling and administration of Counseling and Career Services. Responsible for developing, implementing and maintaining programs that respond to the wide range of needs presented by college students, faculty and staff. Services include developmental counseling, career counseling, crisis intervention, consultation services, instruction and supervision of graduate student interns. Responsible for the supervision of the Counseling and Career Services staff, which includes the staff counselor, career counselor, Job Location and Development Officer, Office Manager and Graduate Assistants. The Director cooperates with the Natchitoches and Northwestern communities in developing drug and alcohol policy and programming.

**Supervision Received:** Dean of Students

**Supervision Exercised:** Counseling and Career Services staff, Counseling Interns, Psychology Practicum students.

**Qualifications:** Master's Degree with appropriate licensure.

## Responsibilities

- Administrate the Office of Counseling and Career Services to include supervision of staff and graduate students
- Determine the goals and objectives for Counseling and Career Services
- Provide direction and supervision to staff in planning and implementing goals and objectives in each area
- Act as liaison to University community regarding the services of Counseling and Career Services
- Provide periodic reports to the Dean of Students and the Vice President of Student Experience regarding progress in meeting goals and objectives
- Supervise the evaluation of all Counselor and Career Services programs
- Establish annual calendar of events
- Plan and manage budget
- Act as Executive Secretary for the Northwest LA High School Literary Rally Association and plan and implement the Literary Rally each spring

- Develop and implement seminars related to program goals (RA training, interview seminars, etc.)
- Plan and implement special activities related to program goals (Job Fairs, Career Week, etc.)
- Work with faculty/staff/administration in developing services suitable to NSU student needs
- Provide educational outreach services to residence halls, student organizations and classes
- Work with students in groups and personal counseling to provide direction in personal growth and career development
- Manage contract with the contracted psychiatric physician
- Develop, implement, and evaluate career guidance classes (Orientation 1030 and SPS 4000) for student career development
- Teach Orientation 1010
- Administer and interpret assessment instruments for career and personal exploration
- Represent the University in appropriate professional organizations and maintain a program of professional development for self and staff
- Maintain licensure and membership in appropriate professional organizations
- Remain current in knowledge of counseling theory, techniques and diagnostic procedures
- Serve on University committees as designated
- Supervise the development and maintenance of the Counseling and Career library that will serve as a resource to students, faculty, and staff
- Supervise the maintenance of all student information (career and counseling) safeguarding confidentiality of all records
- Maintain contact with appropriate community agencies (mental health, churches, hospitals, etc.) as collaborative resources for students
- Provide for evaluation of program effectiveness through surveys of students, employers and appropriate University personnel
- Provide on-call (24-hour) assistance to students involved in crisis situations, personal difficulties, suicide attempts, sexual assaults, etc.
- Support the university retention efforts through academic and career advising for undecided majors.