

JOB TITLE: Counselor

DEPARTMENT: Advising and Counseling

LOCATION: Union Campus

REPORTS TO: Director, Advising and Counseling

FLSA: Exempt

LEVEL: 204

DATE: 3/16/18; 05/22/2014; 07/01/11

POSITION SUMMARY: Provide short-term counseling, referrals, and crisis intervention for students who are having personal concerns. In addition, this position is responsible for approximately one-third of the Access (students with disabilities) caseload, along with Academic Advising.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Master's Degree in Counseling; Licensed Professional Counselor; one year related experience

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Provide academic advising services to students.
- Meet with students in need of special services; evaluate requests and determine accommodations.
- Arrange, advise, and assist with equipment, activities, testing, and special services for students with disabilities.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Maintain records and documentation for students with disabilities.
- Conduct seminars on study skills, stress management, etc. as necessary.
- Provide counseling/crisis intervention for students with personal concerns.
- Serve on college committees as necessary.
- Coordinate college transfer visits.
- Train and update faculty and advisors on student advisement issues and procedures as necessary.
- Develop and recommend policies and procedures for the college.
- Participate in college orientation as necessary.
- Participate in community or professional events as necessary.
- Compile reports, documents, etc. and maintain files pertaining to students with disabilities.
- Act as a liaison with school districts/agency staff in matters involving counseling of students with disabilities.
- Provide information on transfer schools and career options.
- Presentations for school districts.
- Reading and scribing tests for students with disabilities.
- Communicating with faculty and staff regarding disability issues.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of college policies and procedures. Knowledge of information technology including computer and fax machine. Knowledge of Adaptive technology for students with disabilities. Maintain objective documentation on students (counseling related and disability related). Well developed counseling skills. Ability to interact

effectively with diverse student populations and a wide variety of co-workers. Ability to manage interpersonal conflict. Ability to manage crisis situations. Availability to work or meet in the evenings and/or on weekends.

LEADERSHIP and COMMUNICATION SKILLS: Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis; and/or provide extensive customer service to internal or external customers. Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.

DECISION-MAKING and ANALYTICAL SKILLS: Requires frequent decision making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service or product. Perform entry-level professional work including basic data analysis and synthesis, or report on operations and activities of an organization; and/or perform quality assurance and compliance activities.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*