

**CLASS TITLE:**

**COUNSELOR  
(COLLEGE COUNSELING CENTER)**

**Class Code: 02570500**

**Pay Grade: 25A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To provide remedial assistance to students in the form of individual and group counseling; to develop and present structured groups for positive growth; to develop, monitor and provide in-service training in counseling support programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of independent judgement and initiative; work is subject to review for conformity with established standards, techniques and procedures.

**SUPERVISION EXERCISED:** Supervises and reviews the work of a subordinate staff assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To provide remedial assistance to students in the form of direct counseling that includes conducting intake interviews, case recording and test interpretation and covers such situations as: treating emotional discomfort, improving educational skills, assisting students with career major and career choice, coping with problems of anxiety, assisting in obtaining extensive treatment for seriously disturbed students, providing crises intervention in suicide or other life threatening situations and relieving and individual's sense of alienation or depression; to provide group counseling services for a similar variety of a student problem areas.

To design and implement effective outreach programs to help students meet some of their typical developmental needs such as: the need to control anxiety, to learn to communicate effectively, to plan for the future, to study effectively, to become appropriately assertive and to cope with mood changes.

To be responsible for the development of counseling support programs such as the maintenance of test files and the development and maintenance of career resource materials.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of counseling as applied to student problems and developmental needs and the ability to apply such principles, practices and techniques; a thorough knowledge of individual emotional and behavior patterns as well as social and economic factors that contribute to student concerns; the ability to initiate creative developmental programs; the ability to supervise, instruct and review the work of subordinates; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: Possession of a Master's Degree in Counseling or Psychology or a closely related field; and;

**Experience:** Such as may have been gained through: employment in a responsible counseling position in a college counseling center or similar agency.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 14, 1980

Editorial Review: 3/15/03