TITLE: COUNSELOR 2 (N650)

Nature of Work

The Counselor 2 is the second of a three level job series. The job is used to allocate positions which involve giving aid and counsel to students. The job may be used by any academic college. The job may not be used by any college or department not directly involved in a counseling program/service linked to a formal academic curriculum.

The job is distinguished from Counselor 1 in that duties and responsibilities require coordination/management of a major counseling program/service such as coordinating Spring testing activities and certification of degree candidates.

The job is distinguished from Counselor 3 by the lack of independent authority to address complex counseling problems and the lack of full responsibility for a major counseling program/service. The Counselor III will also serve as a lead counselor.

Examples of Work
(These examples are intended to illustrate the various types of work performed by employees with this title. All of the work performed by incumbents with this title may not be listed, nor are all of the examples listed performed by every incumbent.)

Coordinates a major counseling program/service (e.g. freshman orientation) requiring independent management or coordination of other counselors and professional staff. May serve as lead counselor in special counseling programs and projects which include functional or project supervision/coordination of lower level counselors and advisors, clerical staff and student employees.

Provides individual academic counseling to students which include discussion of: curriculum/course requirements, graduation requirements, scholastic requirements and academic problems (drop/add courses, changing majors).

Provides routine career counseling of individual students which includes discussion of: student's values, philosophy, and life goals and vocational information and testing. Career counseling duties are performed in coordination with the Career Planning and Placement Center. Provides routine interpretation of various placement, occupational, vocational, and interest tests.

Provides routine personal counseling for individual students which may include: discussions with faculty, staff, parents, and other students, discussing any problem or concern raised by the student, and referring the student to other agencies/sources when in-depth counseling or other services are required. May also provide counseling assistance in more complex cases involving special problems.
(e.g. psychological, rehabilitative, psychiatric counseling).

Represents the college/department at University functions at high schools, community events, college/university committees, joint programs, and professional meetings and activities.

Provides assistance in planning and participating in registration, pre-registration, and other special programs including orientation for students. May coordinate special events such as orientation and registration for the college.

May provide individual or group tutorial instruction for students (e.g. study skills).

**Minimum Qualifications**

Master's degree in counseling, social work or a related field of behavioral science and 3 years of related experience. Preference will be given to candidates with a professional license or certification in by the accrediting body for the discipline.