



## Counseling Coordinator Student Success

SS/2

### **JOB SUMMARY**

This position is responsible for the coordination and delivery of counseling services to Dartton State College students.

### **MAJOR DUTIES**

- Provides crisis intervention counseling services to students, faculty and staff.
- Provides individual or group counseling to students.
- Provides students with academic advising services; registers students for classes.
- Conducts workshops and seminars.
- Participates as a member of the Student Affairs Division on projects related to advising, registration, orientation, and career fairs.
- Serves on assigned college committees.
- Collaborates with faculty and staff.
- Develops and updates clinical policies and procedures.
- Performs related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of crisis intervention counseling principles and practices.
- Knowledge of counseling theories and practices.
- Knowledge of advising policies and procedures.
- Knowledge of computers and job-related software applications.
- Skill in the delivery of advising and counseling services to students.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Senior Director for Student Services assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include the Family Educational Rights and Privacy Act, University System of Georgia policies and procedures, the counseling codes of ethics, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied student counseling and advising duties. The unique needs of each student contribute to the complexity of the position.

- The purpose of this position is to coordinate and deliver counseling services to students of Darton State College. Success in this position contributes to the health, safety and success of Darton College students.

#### **CONTACTS**

- Contacts are typically with co-workers, other college employees, students, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, or to motivate or influence persons.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a Master's degree in a course of study related to the occupational field, as well as counseling licensure.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.