

Counselor ~ Student Support Services

Division	Instruction & Student Services	Department	Student Support Services		
Classification		Revised	n/a		
Supervisor	Director of Student Support Services	Position #		Job Class	

Statement of Primary Purpose

To provide intake interviews into the SSS program, to assess student needs, contribute to the development of compensatory educational plans, and monitor the implementation of the plans. Specific services include professional counseling, referral, and coordination of the Volunteer Enrichment Program.

Classification

Professional

Essential Functions and Responsibilities

- Conduct the intake interview. Gather information as to qualification and need for programmatic services. Assess academic, social, financial, disability, and other related needs.
- Identify and contact students that may qualify and need Student Support Services.
- Advise and assist students in selecting classes appropriate to their needs, working with academic co-advisors in the Career Technologies programs.
- Provide supportive and therapeutic assistance. Establish and maintain the emotional and technical support necessary for student success.
- Monitor and re-evaluate student success. Conduct periodic review of services and accommodations to maintain maximum student progress.
- Conduct the exit evaluation. Determine when the programmatic services are no longer needed for student success.
- Provide follow-up through periodic contact with past participants as to continued success.

Additional Duties and Responsibilities

- Oversee the Volunteer Enrichment Program, by locating appropriate agencies throughout the community for service learning opportunities, marketing those opportunities to students and by keeping records of student participation.
- Help staff the Motherread/Fatheread Program that offers family literacy and parenting skills to Student Support Students with small children.
- Serve on committees, teach limited classes, maintain professional skills and consult with faculty and staff.
- Create Educational Support Plans for students with documented disabilities.
- Help facilitate Cultural Enrichment events when needed.

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Minimum Qualifications	
Education	Masters degree required in psychology or counseling, accompanied by appropriate licensure.
Knowledge and Skills	<ul style="list-style-type: none"> • Basic understanding of learning and emotional functioning. • Working knowledge of ADA law. • Knowledge of abilities, vocational interests, academic skills, emotional dysfunction, curriculum organization, and special education/disability needs. • Clear understanding of curriculum courses within the Career Technologies Program. • Experience in teaching with adult learners. • Extensive understanding and awareness regarding the multiple, systemic barriers of the community college student. • Clear understanding of college academic policies and procedures.
Physical Demands	Mostly indoor environment, with some physical demands as part of the Cultural and Volunteer Enrichment components, as well as other program offerings. Good physical health is required.
Licensing Requirement	Licensure in some psychological or counseling related field.
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Travel is necessary. Nights and weekend hours are required on a regular basis. Must be flexible around the 8-5 office hour.	
Equipment Operation	
NA	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	