Title: Counselor

Essential Function

Under general supervision from a designated administrator, provide support and guidance counseling to students on academic, financial, career and personal matters.

Characteristic Duties

- Give support and guidance to students on academic, financial, career and personal matters.
- Advise students on academic matters, and educational alternatives open to them.
- Advise students on personal problems or make appropriate references.
- Refer students to appropriate office to resolve financial aid, housing and other needs.
- Maintain records of student contact time.
- Check student progress with other areas.
- Assess and evaluate advanced standing, eligibility for graduation, etc., approve substitute courses.
- Serve as a resource person for students in a designated college of activity.
- Develop programs to assist in the development of students.
- Provide admission and enrollment information to prospective students.
- Attend meetings and related functions.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Master's degree in Counseling, Social work, or related field with two (2) years experience and supervised post-master's experience is required. Must possess a State of Ohio Counseling license.

Last updated: 9-28-07

An affirmative action/equal opportunity institution