

SAN JACINTO COLLEGE
JOB DESCRIPTION
DATE: 11/08/16

TITLE: Counselor

DEPARTMENT: Educational Planning, Counseling, and Completion

SECURITY SENSITIVE: Yes

FLSA STATUS¹: Exempt

SALARY GRADE: 25

FUNCTION: The function of the counselor is to provide personal, career, crisis, and mental health counseling, and coordinate awareness and educational activities. In addition, the counselor will serve in an advising capacity as needed.

CURRENT INCUMBENT(S):

REPORTS TO: Director, Educational Planning, Counseling, and Completion

SUPERVISES: N/A

MAJOR REPONSIBILITIES:

| <u>Essential Job Functions²</u> | <u>Frequency</u> <u>D, W, M, Q, A³</u> | <u>%Time</u> |
|---|--|--------------|
| 1. Assist, as needed, with educational planning, registration assistance, as well as assistance in accessing and navigating institutional requirements with the goal to develop the whole student, academically, socially, and emotionally as well as promote completion. | D | 30 |
| 2. Provide personal, career, and crisis counseling. | D | 20 |
| 3. Plan, implement, and conduct mental health, career, and disability awareness and educational activities. | W | 15 |

¹ FLSA status and Salary Grade determined by the Human Resources department

² All job functions MUST add up to 100%

³ D=daily, W=Weekly, M=monthly, Q=quarterly & A=annually

| | | |
|---|---|----|
| 4. Work with specific at-risk populations to create pathways for success. | W | 10 |
| 5. Refer students to outside community mental health resources and other community agencies. Develop, foster, and maintain relationships with community service organizations and agencies. | W | 5 |
| 6. Assist with graduation application process and commencement activities. | Q | 5 |
| 7. Work with the Director of Educational Planning, Counseling, and Completion to plan, implement and evaluate the programs and services provided by Educational Planning, Counseling, and Completion. | Q | 5 |

| <u>Additional Job Functions:</u> | <u>Frequency</u> <u>D, W, M, Q, A</u> | <u>%Time</u> |
|--|--|---------------------|
| 1. Work cooperatively with counterparts on the other campuses to achieve the College's annual goals and objectives. | Q | 2 |
| 2. Represent SJC with outside educational institutions, internal departments, and professional organizations. Serve as department liaison and on campus/college committees as requested. | W | 2 |
| 3. Other duties as assigned. | W | 1 |

REQUIRED/MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Facilitate timely, professional communication and problem resolution strategies
- Maintain processes and systems that improve the quality of customer support services.
- Demonstrate working functional knowledge and use of Banner.
- Coordinate, plan, and implement targeted events and activities on campus.
- Conduct individual and group counseling.
- Provide career testing, exploration, and counseling services.
- Maintain counseling records as required by federal and state professional counseling regulations
- Must possess outstanding customer service skills and have the ability to work with multiple projects and within deadlines
- Must be available for occasional nights and weekends activities

Education and Experience:

Required Education:

- Master's degree in Counseling or related discipline from a regionally accredited college/university required.

Preferred Education:

Required Experience:

- Experience in career/educational, individual, short-term counseling, crisis intervention, minority concerns, learning styles/study skills.
- Knowledge and experience with administering and evaluating college-level assessments, including computerized tests.
- Experience with creating and fostering student success, retention and completion.

Preferred Experience:

- Bilingual candidates encouraged to apply.

Licenses/Certifications:

Required Licenses/Certifications:

NA

Preferred Licenses/Certifications:

- Licensed Professional Counselor (L.P.C.) and/or National Certified Counselor (N.C.C.) preferred.
- Any license(s) and Certification(s) must meet the State of Texas guidelines and regulations for counseling practices, regardless of exempt status of educational entity.

| <u>Work Environment</u> | <u>Frequency</u> <u>D, W, M, Q, A</u> |
|--------------------------------|--|
| Office Environment | D |
| | |
| | |
| | |
| | |
| | |

Frequency

Physical Activity⁴:

D, W, M, Q, A

| | |
|-----------------------------|---|
| Sitting for periods of time | D |
| Walking for periods of time | D |
| Lifting up to 25 pounds | W |
| | |
| | |
| | |
| | |

Employee Signature

Date

Leader Signature

Date

For HR Use Only:

Position Number _____
Position Class _____
Position Ecls _____
Salary Table _____
Eskl Code _____

NOTE: This job description is not an employment agreement or contract. The Chancellor/Vice Chancellor/President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of SJC are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees

⁴ Examples include: walking, running, sitting standing, etc. Lifting up to 10, 25, 50 or over 100 pounds of force.

and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.