Counseling Associate

Job Code 00001448

General Description
This position will primarily assist the Assistant Director with assisting in counseling students in career development and decision-making.

Examples of Duties
Counsel students on career decisions using personal counseling skills and emotional connection. Administer, assess, and interpret various standardized career tests. Maintain the Career Library, and provide referrals to resources therein. Compile confidential case files on students seen. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Computer software to email, produce documents and databases, access the internet, etc; counseling and career development theories; referral resources

Skill in: Communicating with a variety of clients; deciding counseling techniques most effective in maximizing a student’s career development; problem solving and decision-making

Ability to: Interpret and explain standardized test results to lay persons; provide oral feedback, ideas to people making career decisions; make presentations

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements