



Job Description

JOB TITLE: Counselor TRIO
LAST REVISED: NOVEMBER 2010

DEFINITION

Under general direction of an educational administrator, to provide counseling a diverse student population regarding personal, educational, career development/vocational choice, psychological testing, and other matters, utilizing various assessment techniques, to provide orientation and outreach efforts and crisis intervention and emergency counseling, to function as liaison between students and District faculty members, county offices, secondary schools, other post-secondary educational institutions, and the community, and to do related work, as required.

EXAMPLES OF FUNCTIONS AND TASKS

Academic Advising/ Educational Planning - ESSENTIAL: Assist students with the process of course selection and other educational processes/experiences; provide information regarding District degree/certification requirements; provide direction regarding selection of educational major(s); provide information regarding transfer requirements to other post-secondary educational institutions; develop Student Educational Plans (SEPs) with individual students, updating as necessary; evaluate student progress toward established goals.
PERIPHERAL: Refer students to other District and/or external support services for assistance, as appropriate to meet student needs.

Career/ Vocational Counseling and Development - ESSENTIAL: Assist students to clarify life and career goals; provide assistance to students to develop greater self-knowledge and self-awareness to enhance self-esteem; provide "world of work" vocational information to students; obtain current labor market information for students; maintain information regarding occupational trends; utilize a variety of occupational resources and systems to serve student needs; administer to students and interpret various career assessment tools.
PERIPHERAL: Provide students with job-seeking skills and strategies, as appropriate.

Personal Counseling - ESSENTIAL: Provide personal counseling to students, as appropriate, regarding assistance with interpersonal relationship issues and problems, development of interpersonal communications skills, clarification of values and goals, psychological and/or behavioral difficulties, development of decision-making skills, chemical dependency problems, gender/sexuality issues and concerns, health problems and concerns, and/or other problems and concerns; provide referrals to students to external community mental health and/or professional counseling and/or other assistance agencies, as appropriate to meet student needs; provide crisis intervention and/or emergency counseling for students experiencing serious problems, as necessary to meet student needs.

Assessment and Interpretation - ESSENTIAL: Provide counseling to students to assure that assessment/matriculation regulations and guidelines are followed; administer to students and interpret various career assessment instruments; provide advisement to students based upon results of basic skills assessment.

Instruction - ESSENTIAL: Instruct Personal Development courses, including developing and providing curriculum for student enhancement, maintaining current occupational information and professional resources, reviewing current texts, presenting lectures and lessons, maintaining records of student grades and attendance, and participating in conferences and professional workshops, as authorized.

Outreach/ Liaison - ESSENTIAL: Participate in visits to local area high schools to provide outreach information and recruit TRIO eligible students; function as liaison between the District and local area high schools.
PERIPHERAL: Attend community events as District representative, as authorized.



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Program Development – ESSENTIAL: Assist TRIO Director in program development, including but not limited to tutoring and mentoring programs. Plan, organize, schedule and attend special events for TRIO students, including workshops, field trips to universities, and cultural activities. Attend on and off-campus meetings and workshops regarding TRIO SSS regulations and implementation. Perform other duties as assigned.

Student Advocacy/ Development - ESSENTIAL: Facilitate support groups for students, as feasible and appropriate; provide workshops for students on topics of interest, as appropriate; refer students to District and/or external resources and support services, as appropriate to meet student needs; participate in new student orientation. **PERIPHERAL:** Participate as a member of student governmental and/or District shared governance and/or other committees with regard to student affairs, as feasible and appropriate.

District Programs - ESSENTIAL: Participate as a member of District shared governance and/or other committees regarding District affairs, as feasible and appropriate; function as liaison between Counseling Center and other District organizational units and/or individual faculty or other staff member(s), as necessary; participate in District institutional planning, as requested.

Specialized Programs - ESSENTIAL: Participate in program development for specific student and/or prospective student populations, as requested; coordinate activities of specialized programs, as requested; evaluate activities of specialized programs, as applicable.

MINIMUM QUALIFICATIONS

Degree Requirements: Incumbent must possess a Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, education counseling, social work, or career development, OR the equivalent, OR a license as a Marriage, Family, and Child Counselor as specified pursuant to those California Government Code sections referred to as the California Education Code, Title 5, Section 53410.1, OR a valid California Community College Counselor Credential

Knowledge of: General counseling theories and practices. TRIO SSS grant program guidelines. **PERIPHERAL:** Community resources; microcomputer operation.

Ability to: Communicate effectively with and maintain effective and cooperative working relationships with students, staff, and managers; provide diverse counseling services to a diverse student population in areas of academic, career, and personal counseling, work independently, identify and solve problems; communicate effectively orally and in writing, listen effectively; follow oral and written directions; develop curriculum; instruct assigned classes; supervise student and/or other temporary help and/or classified employees; function well under pressure from deadlines, timetables, etc. **PERIPHERAL:** Maintain empathy, friendliness, and a sincere desire to help others; maintain flexibility with regard to responding to situations requiring tact, discretion, sensitivity, and creativity with respect to providing services to students on an individual basis; process large amounts of information and disseminate information accurately and clearly; operate a microcomputer.

Faculty Salary Schedule, subject to placement at hire.