

ADJUNCT COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class provides personal, academic and career counseling for both prospective and enrolled students. While guidance and leadership may be provided, supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Advises and registers new full and part-time students and assists them in the selection of curriculum choices and requirements;

Advises currently enrolled students about curriculum choices and requirements;

Assists students with the selection of career choices and opportunities;

Assists students in the selection of transfer opportunities;

Assists students in the pursuit of employment opportunities;

Counsels students with special needs;

Refers students to campus resources, as well as to off-campus community resources;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of guidance counseling techniques; knowledge of college courses and programs; ability to relate to students of traditional college age as well as non-traditional students of various ages and diverse educational and socio-economic backgrounds; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position judgment; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of experience in the fields of admissions or guidance counseling.

SUBSTITUTIONS: Satisfactory completion of a Bachelor's Degree* in Guidance, Psychology, Sociology or a closely related field may be substituted for one year of the experience as defined in (a). Satisfactory completion of a Master's Degree* in Guidance Counseling, Psychology, Sociology, or closely related field may also be substituted for one year of the experience as defined in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J.C.: Unclassified
DRC3

Job Class Code: T0025
Job Group: T01