

COUNSELOR I*

Function of Job:

Under general direction of Counselor II, psychologist, or responsible official, provide counseling, in both individual and group situations, for students with vocational, educational, and personal problems.

Characteristic Duties and Responsibilities:

1. Provide counseling to students individually and/or in groups.
2. Develop and conduct programs for students designed to enhance specific skills necessary for effective functioning such as: communication skills, assertiveness training, values clarification, and career and life planning.
3. Initiate and implement outreach programs in conjunction with other campus offices or departments to improve the quality of the learning environment.
4. Serve as consultant to faculty and staff on matters relating to well-being of students.
5. Participate in training of graduate interns.
6. Develop informational materials and provide information sessions as required.
7. Perform initial screening/assessment of cases and recommend referrals where appropriate.
8. Maintain records and reports as needed.
9. Conduct tests for students as required.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in counseling, psychology or related discipline, and two years of out-patient counseling experience in a mental health agency or counseling center, or Bachelor's degree and four years experience.
2. Computer skills as required by department.

Additional Desirable Qualifications:

1. Experience in a college/university counseling or advising center.

10/21/05
System Approval

10/21/05
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 7/16/76 as "Counselor" and revised 4/19/77, 3/30/87 as "Counselor I", 11/19/92, and 11/3/97.