

## COUNSELOR II\*

### **Function of Job:**

Under administrative review of responsible official, to supervise, direct and coordinate assigned unit's efforts in providing counseling for students with vocational, educational and/or personal problems in both individual and group situations.

### **Characteristic Duties and Responsibilities:**

1. Be responsible for supervision/direction of assigned counseling program and staff, including counselors, graduate interns and support staff.
2. Assist in unit budget development and monitor/control expenditures.
3. Initially screen/assess students' psychological needs and provide counseling on an individual basis and/or in groups, making referrals in those cases requiring more advanced professional treatment.
4. Participate in program development and planning.
5. Develop/conduct programs for students designed to enhance specific skills necessary for effective functioning, such as communication skills, assertiveness training, values clarification and career/life planning.
6. Initiate/implement outreach programs in conjunction with other campus offices or departments to improve the quality of the learning environment.
7. Be available to provide crisis intervention for emergency situations, as needed.
8. Serve as consultant to faculty/staff on matters relating to well-being of students.
9. Supervise training of graduate interns and counselors.
10. Administer student testing program, as required.
11. Conduct workshops and seminars, as necessary.
12. Perform related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. Master's degree in Psychology or other related field and five years of related experience in a college/university counseling agency or EdD or PhD in Psychology and three years of experience in a college/university counseling agency.
2. Supervisory ability.

6/9/95

\_\_\_\_\_

System Approval

6/9/95

\_\_\_\_\_

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 4/19/77 and revised 3/30/87.