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# Example of Education Counselor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of education counselor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for education counselor

* Provide and/or facilitate financial wellness and retirement readiness workshops, seminars and presentations in partnership with VRS business partners
* Provide plan specific individual and group benefit counseling sessions to VRS covered members including active, deferred and retired members
* Work on-site, in our Richmond office, at least once a month to foster team cohesion and to ensure proper maintenance of issued equipment security patching and system upgrades
* Provide regular detailed reports of activity, attendance, topics, and trends
* Teach courses in mental health and school counseling, such as Ethics & Professional Identity, Counseling Skills, Mental Health Counseling Internship, Assessment, and Psychopathology, with a potential specialization in Disaster Mental Health and/or Substance Use and Addictions Counseling (primarily at the graduate level)
* Maintain active program of scholarly research and publications
* Supervise/monitor students in practicum and internship seminars
* Program, departmental, university-wide and professional service
* Teaches one of more subjects within prescribed curriculum and encourages student success
* Prepares and delivers competency-based online education and delivers online class instruction, providing theory and practice education

## Qualifications for education counselor

* Ability to develop and cultivate purposeful relationships with key stakeholders and students
* At least 1 year previous experience in customer service and problem solving
* The ability to comprehend facts and relay information to students
* Proficiency with MS Office suite, (Word, Outlook, Excel, PowerPoint) and comfortable with navigating and maneuvering other databases and software becoming proficient with GCU systems within a short period of time
* Must be available to work varied shifts, including evenings, weekends or holidays
* Doctorate from a Counselor Education and Supervision program (CACREP accredited preferred)