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# Example of Education Counselor Job Description

Our company is growing rapidly and is hiring for an education counselor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for education counselor

* Counsels students in-person, by phone, or by email on rights and responsibilities regarding receipt of student financial aid and promotes financial literacy with professionalism and a customer service orientation
* Analyzes complex situations and resolves problems, understands and anticipates customer service needs with regard to student funding options
* Works well both independently and within a team
* Adjunct positions are pool positions
* Teach graduate courses in both school counselor education and general counselor education curriculum
* Deliver individual, group and e-mail academic advising to EIT students
* Document and maintains the undergraduate student advisement record form
* Develop academic degree plans for students
* Develop and conduct group/individual workshops/training modules related to functional areas of responsibility
* Compile information for various statistical assessments and status reports

## Qualifications for education counselor

* Experience as an instructor in a counselor education program
* Doctoral degree in counselor education, preferably from a CACREP-accredited program, or have related doctoral degree and have been employed as full-time faculty member in a counselor education program for a minimum of one full academic year before July 1, 2013
* Doctoral degree in Counselor Education and Supervision preferably from a CACREP-accredited program, holds an independent license in the field of counseling, and has experience in conducting research or scholarly related activities
* Has a doctoral degree in a related field (clinical/counseling psychology, marriage and family therapy, behavioral or mental health, or substance abuse counseling), and was employed as a full-time faculty member in a counselor education program for a minimum of one full academic year before July 1, 2013
* Outstanding communication skills and the ability to successfully adapt to an e-learning environment
* Willingness to work in an accelerated learning format and to work online with students on a daily basis