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# Example of Professional Counselor Job Description

Our innovative and growing company is hiring for a professional counselor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for professional counselor

* Represent the department in appropriate committees
* Initiate and maintain cooperative working relationships with a variety of individuals and groups, including faculty, staff, student organizations and off-campus community groups
* Partake in appropriate professional development activities to remain current on relevant issues pertaining to higher education and the recruitment and retention of low-income and high risk students
* Participate in campus wide events and programs, which seek to recruit, retain, or encourage the success of low-income and environmentally disadvantaged students
* Perform in-depth analysis of student skills, abilities, previous academic performance and factors contributing to the student's academic progress to assist students in program planning, course advising, major and career exploration
* Use professional judgment to develop solutions to individual student problems, of considerable difficulty, which represent integrative approaches comprising appropriate referrals to campus services and other resources
* Implement innovative ways of encouraging and supporting the personal developmental needs of a diverse student population
* Utilize proper techniques to interact with persons with hostile reactions and bring such situations under control
* Plan, develop, and conduct retention-related workshops, sessions, and/or courses, as required
* Plan, coordinate, and lead in the implementation of programs and services for designated component (Freshmen Transitions, Transfer Transitions, Academic Advising, Special Projects)

## Qualifications for professional counselor

* Bachelor’s degree or equivalent experience with student records
* Skills in customer-client service with an emphasis on problem solving to deliver services in a timely and professional manner
* Ability to generate and maintain collaborative working relationships with campus and community stakeholders
* Ability to operate independently while applying sound professional judgment, maintaining professional standards and insuring client confidentiality
* Skills in mathematics used to accurately calculate grade point averages and grade point deficiencies
* Skills in computers including a working knowledge of computer applications including all Microsoft Office projects and on-line systems including current in-house academic record application software (PeopleSoft) and current on-line career services management products (CSOResearch/PioneerJobs)