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# Example of Professional Counselor Job Description

Our growing company is hiring for a professional counselor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for professional counselor

* Maintain a planning schedule for the component
* Write component reports which include evaluation and recommendations
* Coordinate the development and updating of all needed publications
* Oversee a major component(s) in the Summer Bridge Program, EOP Orientation Sessions, EOP Graduation Celebration
* Assist with interviewing, hiring, training, and evaluating Summer Bridge instructors, tutors, workshop facilitators, and student assistants, as needed
* Teach a section of USLS (University Success Lecture Series) for the Summer Bridge Program, as required
* Develop and present workshops on various academic issues to meet the needs of EOP students and Summer Bridge participants
* Participate in regular departmental, component, and Summer Bridge meetings
* Coordinate in the development of the departmental newsletter, as required
* Evaluate EOP applicant's transcripts, test scores, and EOP supplemental forms for academic eligibility, enrollment, and program participation

## Qualifications for professional counselor

* Ability to quickly and accurately develop, retain, interpret, and apply comprehensive knowledge about CSU/CSUEB enrollment policies & procedures
* Excellent written and verbal communication skills in English including thorough knowledge of grammar, punctuation, and spelling
* Two years of experience in disability support, assistive technology knowledge, tutoring, post-secondary developmental education or related field
* Knowledge and understanding of computer applications, including the Microsoft Office suite, developmental and learning disability support software and computer assistive technology is needed
* Experience in higher education disability support including interpreting disability documentation and/or psychological evaluations
* Establishing and/or maintaining an assistive technology such as Kurzweil