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# Example of Professional Counselor Job Description

Our growing company is searching for experienced candidates for the position of 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

* Conduct interviews for admission consideration, as appropriate
* Provide admissions counseling to returning EOP students whom are reapplying or seeking reinstatement to the university
* Determine each participant's need for program services by completing a EXCEL Academic Need Rating Sheet
* Monitor participant's on-going progress and performance by reviewing student enrollment and academic status
* Provide participants with of the program's eight student services
* Monitor participant's financial aid to minimize loans and maximize grants and scholarships
* Counsels prospective students, parents, and the general public regarding University admissions requirements, policies, and procedures through workshops, presentations, appointments, and phone, e-mail and paper communications
* Advises prospective students on their eligibility for admission to the University through individual appointments, phone sessions, and e-mail
* Aids prospective students who are not regularly eligible to the University in developing a plan to achieve their educational goals
* Provides prospective students with general information on financial aid, housing, student services, retention programs and other campus opportunities

## Qualifications for professional counselor

* Graduation from a regionally-accredited college/university with a Master’s degree in counseling, social work, counseling psychology, or related degree
* Licensed as LCSW, LPC, or Licensed Psychologist
* Three years of counseling experience
* Two years related sales or marketing experience
* Develop and present workshops on various academic issues to meet the needs of EOP
* Knowledge of interviewing and counseling skills and the ability to apply these to the counseling session