



Example of Student Counselor Job Description

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

Responsibilities for student counselor

- Provide support for students experiencing family, personal, or economic crises, which may impact school performance
- Perform specialized work duties as necessary during registration periods
- Perform other duties as required for the department and/or college
- Counselors may also be assigned to teach counseling courses during a semester
- Acts as a liaison to the Director/Assistant Dean in student grievance matters
- Providing academic advising and counseling to undergraduate students, assists them with problem solving, and teaches them to advocate for themselves
- Establishing and maintains productive contacts with assigned caseload of Newark College of Arts & Sciences (NCAS) and University College-Newark (UC-N) students, counseling, facilitating declaration of major, progress toward graduation, and successful career and/or professional development for them
- Works with the retention and student support services unit to assist with coordination of Peer Advisor Program the coordination of all programs targeting first year students and students on academic probation
- Performs outreach, identifying and growing opportunities and marketing, and preparing students for success
- Develops relationships with faculty and other departments and contributes to transcript evaluation, advanced placement credit assessment, graduation certification, commencement activities, major/minor fair, website and social media maintenance, and any other special events or duties as needed

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- Must have good critical thinking, attention to detail and analytical skills
 - Experience in providing guidance towards students meeting their career and/or personal goals
 - Experience in working with the Asian and Pacific Islander community
 - Experience with promoting success for students in college
 - Experience in the development of educational plans and/or choosing a program of study/educational goals
 - Experience working with at-risk students (low-income, 1st generation, ESL)