



Example of Student Counselor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of student counselor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for student counselor

- Develop and prepare events and workshops on a variety of student success and career related topics as needed
- Ability to use career assessment tools
- Monitor student records and documentation
- Evening coverage may be required for this position
- Actively reaches out to students to promote the Honors Student Success Program and to schedule student appointments
- Supervises student mentors in the Honors PATH mentoring program
- Aids in the process of setting/resetting goals
- Actively connects students to unique engagement and involvement experiences that fit their future goals and interests
- Assists students in the conceptualization and production of the Honors Thesis as tool for advancing their academic and/or professional careers
- Actively collaborates across the college in promoting Honors courses, engagement experiences, scholarship opportunities, and other unique privileges available to Honors students

Qualifications for student counselor

- Possess an understanding of issues relevant to persons with disabilities and post-secondary disability services in order to develop and support services for students with disabilities
- Demonstrated ability to establish strong relationships by employing

- Ability to interact with a diverse population of students and employees, anticipate students' needs, expectations, and requirements
- Strong interpersonal, oral and written communication skills, including ability to make oral and written presentations through various media formats to colleagues to provide information, instructions, or explain subjects of importance
- Ability to set priorities to achieve objectives
- Skills in organization used to execute multiple projects and assignments simultaneously with an emphasis on accuracy and detail orientation