



Example of Student Counselor Job Description

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Our company is hiring for a student 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 student counselor

- Provides career counseling and advises students and alumni representing a broad range of career interests
- Interprets vocational assessment instruments
- Plans and presents career education workshops
- Reviews job documents (e.g., résumés, cover letters)
- Responds to outreach requests from the campus community
- Conducts mock interview sessions
- Supervises a graduate intern and co-supervises a student assistant as necessary
- Performs additional duties – for example, assisting with strategic planning initiatives, maintaining key liaison relationships with university constituents, and assisting with open houses and career fairs
- With direction from Associate Bursar, Collections performs timely due diligence including but not limited to, verbal and written communication with families and preparation and mailing of past due statements
- Processes student financial aid applications

Qualifications for student counselor

- A bachelor's degree in one of the above listed degrees AND a license as a Marriage and Family Therapist (MFT)
- A valid California Community College Instructor's Credential in Counseling

- Advise prospective applicants regarding application processing and eligibility requirements
- Identify potential candidates who would benefit by participation in special admission programs