DUTIES OF A COUNSELOR

Under the direction of the Associate Dean of Student Services:

- 1. Confers with, and advises, students concerning personal problems, needs and interests.
- 2. Helps individual students to resolve problems they may encounter with the educational and administrative systems of the College.
- 3. Provides guidance to students in establishing educational goals, and in selecting a curriculum appropriate to the students' needs, interests and capacities; and, assists students in the selection of individual courses to achieve their educational goals.
- 4. Aids faculty members in understanding and assisting in solving the problems of individual students.
- 5. Serves as an instructor for Personal Development courses.
- 6. Assumes additional responsibilities in such student personnel areas as testing and personal assessment, personal development, career guidance, recruiting, special service programs such as those for the physically handicapped, veterans, minority ethnic groups, etc., and other general supportive services for students.
- 7. Assists in liaison and articulation matters with high schools, colleges and other public and private agencies.
- 8. Performs other duties as assigned.