



Position Description

TITLE: College Counselor

GRADE: 9T/P

HIRING RANGE: \$49,650 - \$54,730

Job Summary: *(Brief description of the overall purpose of the position.)*

Under the direction of the Campus Dean for Student Services or Campus CEO, the College Counselor provides, career and educational counseling, academic advising, career/life planning, personal counseling, financial aid advising and registration assistance. In response to changing demographic, technological and evolving community needs counselors provide leadership and support in the development of new and enhanced student success and retention programs.

Essential Duties/Job Scope: *(The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)*

This position provides counseling and advising; plans and directs programs and services that promote student progress; tracks and monitors student progress; and provides information and assistance.

Supervision Received:

This position receives direction from a higher-level administrator.

Supervision Exercised:

This position provides guidance and advisement to students, and may supervise other professional/technical and/or clerical/technical employees and work-study students and may be asked to assume higher level supervisory authority during the absence of their supervisor.

Representative Duties/Responsibilities:

This position provides educational, career and personal counseling and academic advising, and interprets placement and learning assessments, personality and career inventories; liaison with academic affairs on student success initiatives and collaborative projects; maintains close connections with occupational and academic faculty to build partnerships with transfer/program advising and student retention activities; tracks and monitors student progress; develops and presents seminars and workshops; assists with outreach and recruitment with high schools and community agencies for information and referral, develops and maintains professional association with mental health providers and establishes referral contacts for students; maintains appropriate student records, may monitor budgets; provides financial aid advising, information and registration assistance, collaborates with the college administration and staff to enhance marketing and develops student focused publications as well as performing other professional duties as needed.

Knowledge and Abilities:

Knowledge of: advisement and placement methods; counseling, higher education degree requirements.

Ability to: interpret placement, learning assessment and personality/career inventories and provide academic advising and career/personal counseling; ability to organize and prioritize work and meet deadlines; exceptional verbal, written, analytical, and interpersonal skills

Training and Experience:

Master's degree from an accredited institution in education, social work, counseling or related field, higher education experience preferred. Applicants with a counseling practicum or internship will be given preference; minimum of three years related experience working with a diverse student and adult population.

Special Conditions of Employment:

Successful completion of a background check is required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions:

This position requires constant sitting, and occasional standing, walking, and driving; constant finger movements; frequent handling objects, reaching with hands/arms; occasional stooping, bending; frequent lifting, carrying, pushing/pulling up to 25 lbs.; ordinary talking, hearing, and vision capabilities. Work is performed using a computer and standard office equipment daily; and a vehicle occasionally.

Revised 5.11

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.