Job Title: Counseling and Special Services Director   Job Code: 11122

JOB SUMMARY

The Counseling and Special Services Director is responsible for recruiting and counseling students in the area of careers, education, and personal planning and serves as the coordinator for special populations students.

MAJOR DUTIES

- Counsels students in the areas of careers, education, and personal planning;
- Accurately assesses training and educational needs of students and makes appropriate referrals;
- Develops student recruitment strategies and initiatives;
- Represents the College at recruitment functions;
- Coordinates recruitment mailing lists and materials;
- Schedules and hosts campus tours and visits for potential students;
- Assists walk-in and phone-in prospective students;
- Develops Individual Education Plans for disabled students;
- Serves as a liaison between students and faculty to address student needs and concerns;
- Counsels and provides advisement assistance to students with disabilities;
- Works with appropriate personnel to provide classroom and/or curriculum modifications for students with disabilities;
- Provides appropriate auxiliary aids and services needed for students;
- Coordinates appropriate supplementary services for limited English proficient students;
- Coordinates the tutorial program for all special populations students who are in need of services;
- Conducts placement exams for applicants for enrollment;
- Consults with technical college staff and area educational, community, and target population representatives to identify special populations needs, required resources, and activities and/or functions to meet their training objectives;
- Acts as coordinator for various areas and serves on committees and task forces;
- Assists with the design and execution of special events, projects, and activities as requested.

COMPETENCIES

- Knowledge of admissions requirements, processes and procedures
- Knowledge of programs of study and their educational and career requirements
- Skill in IEP development
- Skill in program planning and implementation
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Ability to organize and multitask

MINIMUM QUALIFICATIONS

Bachelor’s degree from an accredited college or university in a closely related field *and* Three (3) years of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.