

## ASSISTANT PROFESSOR - COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Guidance, an incumbent of this position is responsible for a full range of counseling services for students both on an individual and group basis. This classification is distinguished from Instructor - Counselor by the performance of complex guidance and counseling assignments, as well as supervisory responsibility. Supervision is exercised over Instructor - Counselor positions as required. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs academic counseling on an individual and group basis;

Performs student evaluation through the use of interest, aptitude and intelligence tests, and the assessment of case studies;

Conducts personal counseling and group sessions to orient students to academic life, and guide students towards self-analysis and development;

Assists students in educational and vocational planning;

Refers students to counseling services and other resources outside of the Community College when appropriate;

Keeps abreast of new literature published in the counseling field;

Compiles case studies and follow up studies for research purposes;

Administers and evaluates psychological tests;

Provides faculty advisors with student background studies and other relevant student data;

Assists the Chairman of Division, Department Chairman, and other faculty in counseling and curriculum evaluation;

Works closely with the Director of Guidance in the development of effective counseling programs and revises existing programs as needed;

Administers special guidance programs or projects;

Conducts specific research for targeted segments of the student population;

Plans and conducts research studies of student needs and problems;

Participates in in-service training of Instructor - Counselors and other departmental employees.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of guidance techniques and psychological techniques; thorough knowledge of academic environment and learning techniques; thorough knowledge of motivational psychology; ability to maintain effective relationships with students and other employees; ability to plan, conduct and supervise others; ability to communicate skillfully both verbally and in writing; sound judgment; integrity; cooperation; physical condition commensurate with the duties of the position.

DESIRED TRAINING AND EXPERIENCE: Bachelor's Degree\* and either: (a) satisfactory completion of 30 credits towards a Master's Degree\* and four years of professional experience as an Instructor/Counselor; or (b) Master's Degree\* in Guidance, Psychology, Student Personnel or a related field and three years of professional experience as an Instructor/Counselor; or (c) satisfactory equivalent combination of training and experience and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.