

## INSTRUCTOR - COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director, this position recruits students for Westchester Community College by visiting area high schools, community groups and organizations. This position coordinates recruitment efforts on campus to inform prospective students of educational and vocational opportunities available at the college. In addition, this position provides personal, academic and career counseling for both prospective and enrolled students. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Informs prospective students of educational and vocational programs offered by WCC to recruit students;

Administers and interprets interest, aptitude and intelligence tests to determine students' placement;

Acts as a liaison with area high school guidance counselors to increase awareness of educational services offered at WCC;

Organizes visits of high school students to WCC by arranging for transportation, setting up meetings with appropriate faculty, organizing and conducting campus tours, making presentations regarding WCC courses and programs in order to encourage prospective students to consider WCC as a post secondary institution;

Attends workshops, seminars and meetings in the field of counseling to keep abreast of professional developments;

Creates and/or updates college information brochures to use as marketing tools in the recruitment effort;

Visits "feeder" high schools (primary source of traditional college students) to meet with prospective students both individually and in groups to disseminate information about WCC programs;

Performs a variety of projects assigned by the Director of Admissions and/or the Dean of Student Personnel Services;

### WHEN ASSIGNED TO MINORITY RECRUITMENT EFFORT:

Writes newsletter targeted at minority community groups to disseminate information regarding WCC courses and programs to their constituents;

Utilizes bilingual skills with prospective students, when appropriate, to explain WCC courses and programs;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

WHEN ASSIGNED TO LICENSED PRACTICAL NURSING PROGRAM:

Participates in class selection by reviewing appropriate academic records, administering entrance examinations, interpreting test results, and conducting interviews to determine applicants' suitability for the program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of guidance counseling techniques; knowledge of college courses and programs; ability to relate to students of traditional college age as well as non-traditional students of various ages and diverse educational and socio-economic backgrounds; ability to communicate effectively both orally and in writing; sound judgment; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or an equivalency diploma and either: (a) graduation from a recognized college or university with a Master's Degree\* in Guidance, Psychology, Sociology, or student personnel and up to one year of experience in admissions and/or guidance counseling work; (b) a Bachelor's Degree\* in Guidance, Psychology, Sociology, or Student Personnel or related field and three years experience in counseling, student personnel or related field; or (c) any satisfactory equivalent combination of the foregoing training or experience.

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