

## INSTRUCTOR - COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision, 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;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing assignments;

May perform other incidental tasks, as needed.

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; ability to use automated systems such as word

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd.)

processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficient to perform the essential functions of the position; sound judgment; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Guidance, Psychology, Sociology, or a closely related field and three years of experience in the fields of admissions or guidance counseling.

SUBSTITUTION: Satisfactory completion of a Master's Degree\* in Guidance Counseling, Psychology, Sociology or a closely related may be substituted on a year for year basis for up to one year of the experience as defined in (a).

\*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.