



# SPRING HILL COLLEGE

Position: Part-time Counselor

Summary: The part-time Counselor position provides direct 1:1 counseling to students in the Spring Hill College TRIO SSS program. The Counselor will accomplish this through individual appointments with students in the TRIO program and through a developmental, wellness program that assists students in adjusting to Spring Hill College inside and outside the classroom. The Counselor, in conjunction with the Director of Counseling, is expected to develop a program that is proactive in meeting the mental health and executive function needs of college students through personal counseling, group counseling, and data-driven programming that will impact the TRIO SSS population. This position is a part-time, 10 month position.

Description of Duties/Responsibilities:

## *Administrative*

1. Keeps the Director of Counseling Services and Director of TRIO informed of daily activities, problems, emergencies, and occurrences that affect TRIO SSS students.
2. Provides regular updates and reports to the Director of the TRIO SSS program on all non-privileged information on the TRIO SSS students.
3. Prepares reports as requested by the Provost, Director of Counseling Services, Executive Director of CASA and/or the Director of the TRIO SSS program including, but not limited to weekly, monthly, semester, or yearly qualitative and quantitative reports.
4. Serves as a liaison with SHC Counseling and Wellness Center for the TRIO SSS population.
5. Maintains confidentiality in dealing with students, parents, Spring Hill College faculty/ staff and the community.

## *Counseling Services*

1. Provides direct personal counseling services to TRIO SSS students.
2. Identifies the need for group programming and facilitates those arrangements.
3. Provides counseling that helps TRIO SSS students adjust to the college community inside and outside the classroom.
4. Provides outreach services to students according to their needs.
5. Demonstrates the ability to recognize the elements of a crisis state and knows how to de-escalate or resolve the situation.

## *Professional Development*

1. Develops professionally and remains current with Student Affairs and Academic Support issues and trends that affect college students, particularly as they relate to counseling and wellness.
2. Joins, attends, and participates in local, state, and national conferences, with a particular emphasis on counseling and academic support as funding allows.

## *Marginal Job Functions*

1. Answers communication and responds to student and parent needs and concerns when appropriate.
2. Host counseling workshops for TRIO students.
3. Performs other duties as assigned by the Director of Counseling Services and/or the Director of TRIO SSS.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of knowledge, skills and abilities.

1. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to relate to, motivate, and lead college students in an educational/developmental context.
3. Ability to train and motivate staff and students with regard to leadership, diversity education, organizational skills, effective communication, conflict resolution, crisis management, and more.
4. Ability to solve problems related to work tasks, and to seek appropriate assistance as necessary.
5. Ability to provide excellent customer service in a variety of contexts and with diverse stakeholders. This ability must demonstrate a commitment to diversity/social justice and skills in relating to a variety of constituents including students, faculty, staff, and parents.
6. Excellent computer skills, such as word processing, spreadsheets, databases, and desktop publishing. Ability to learn and be proficient within 6 month(s) of employment with recordkeeping in Jenzabar, Titanium, and other software programs used by Spring Hill College.
7. Understanding and commitment to achieving the College's mission and Student Affairs objectives through programs and services.
8. In accordance with College policy and all applicable federal, state, and local laws and regulations, ability to receive and interact via the telephone and email for inquiries from students, parents, and legal counsel.
9. Possess public speaking ability to effectively communicate in a large group setting with administrators, faculty, staff, students, parents, and community members.
10. Proactive demeanor and willingness to explore new options for the residence life program.
11. Ability to fulfill job description requirements in a timely, accurate, and effective manner.

Minimum Qualifications Standards:

*Education:* Master's Degree in Counseling Psychology, Social Work, or a related field from an accredited higher education institution.

*Experience:* Prefer 1-2 years of counseling experience in the college/university setting. Clinical experience should include individual and group counseling, short-term interventions, cross-cultural counseling, and assessment methods.

*Licenses:* Alabama Licensure preferred as Mental Health Counselor, Psychologist or Clinical Social Worker.

*Other Considerations:*

- Must be willing to submit to background and DMV checks, including a criminal background history, and any applicable drug testing policies.
- Must be able to work a flexible schedule, frequently including evening and weekend obligations.
- This person is considered a confidential reporter in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

To apply for this position, please submit your resume to [sssprogram@shc.edu](mailto:sssprogram@shc.edu).