



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**TITLE:** Counselor – Student Development

**LOCATION:** Advising & Counseling Center

**REPORTS TO:** Director of Advising & Counseling

**GRADE:** CCRIPSA 12

**WORK SCHEDULE:** Non-Standard, 35 hours per week

*Please note the campus will be determined by department need, and may be that of a rotating basis. The hours of the position will be 8 a.m. - 4 p.m. or 11a.m. -7 p.m., depending on department need. During Late Registration periods i.e., mid August through early September, and mid January through early February, the shift may be assigned in a range from 8 a.m. - 7 p.m. Department staffing and department need will determine the exact shift during Late Registration periods. The Counselor may be required to work weekends on an occasional basis.*

**BASIC FUNCTION:**

To provide counseling services to students in a manner that demonstrates commitment to the Community College mission and its diverse student population. Through a comprehensive, student centered counseling approach, provide development and educational assistance to students; to develop and present structured groups for positive growth; to develop, monitor and provide in-service training in counseling support programs; and to do related work as required. Ability to utilize a wide range of assessment instruments for personal, career and educational issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To provide developmental and educational support to students, or other clients of the college, in the form of short-term personal counseling. Conduct intake interviews, case recording and test interpretation that covers such situations as: treating emotional discomfort, developmental educational skills, academic advising, assisting students with college major and career choice, coping with problems of anxiety, assisting in obtaining treatment for seriously disturbed students, providing crises intervention and group counseling services for a similar variety of student concerns.

To design and implement effective outreach programs to help students meet some of their developmental educational needs. Related issues include the need to control anxiety, to learn to communicate effectively, to plan for the future, to study effectively, to become appropriately assertive and to cope with mood changes.

Experience and competence in the administration and interpretation of assessment instruments relating to personal, career and educational issues.

Maintain professional and effective relationships with students, faculty, administration and staff in order to assist students with the various aspects of registration, curriculum requirements, testing, challenge exams, career development and transfer.

To be responsible for the development of counseling support programs such as the maintenance of test files and the development and maintenance of career resource materials.

To thoroughly understand the Financial Aid Appeals as it relates to Satisfactory Academic Progress (SAP) policies and procedures in order to effectively explain them to students who are in violation of federal SAP guidelines and inform students about necessary corrective actions required, including but not limited to:

- Provide information to students about the Financial Aid Appeals processes and procedures
- Assist students in identifying semesters that triggered ineligibility. Explore and discuss w/ students mitigating/extenuating circumstances that contributed to their non-compliance.
- Evaluate and assess dispositional and situational circumstances to determine students' overall ability to perform and persist in order to achieve SAP.
- To assist students in developing financial aid appeal package when appropriate; review financial aid appeal applications to ensure that all requisite materials have been provided by the student; collect and forward financial aid appeal package from student when appropriate, ensuring that requisite materials have been provided by the student; Complete recommendation on Counselor Comment Sheet to accompany the student's appeal package for consideration by the Appeals Committee.
- To provide post-appeal services to students including additional academic advising and/or schedule adjustment based on denial or credit limitations imposed by conditional approval.
- To participate in initial and ongoing financial aid training to stay abreast of federal financial aid regulations; participate in initial and ongoing training to interpret the Enrollment Services portal page.
- To effectively utilize de-escalation techniques as required.

To do related work as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Working knowledge of various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions

**QUALIFICATIONS:**

- Master's Degree in Counseling required.
- Professional counseling experience required, in a college setting preferred.
- Licensure in Mental Health Counseling preferred.
- Must have knowledge and experience of placement testing, career, personal and educational assessment.
- A thorough knowledge of Satisfactory Academic Progress (SAP) federal financial aid requirements.
- A thorough knowledge of the principles, practices and techniques of counseling as applied to student problems and developmental needs and the ability to apply such principles, practices and techniques is required.
- A thorough knowledge of individual emotional and behavior patterns as well as social and economic factors that contribute to student concerns is required.
- Knowledge of psychological disorders and diagnostic skills are essential.
- Ability to participate in a learning environment that focuses on a collaborative, creative team approach to the delivery of department services.
- Strong interpersonal and communication skills are essential.
- Knowledge and experience of educational testing and assessment required.
- Must have demonstrated knowledge and experience in teaching utilizing innovative instructional strategies that support student success and the ability to recognize diverse learning styles.

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.