JOB DESCRIPTION
Counselor

Definition of Class
This is a professional position in which the incumbent renders professional counseling, developmental, and psychological services through the University Counseling Center. The incumbent utilizes a variety of counseling techniques and assessment instruments in order to provide mental health and psychological counseling to students and the university community.

Examples of Work Performed
Renders counseling, developmental, and psychological services in the execution of various University Counseling Center programs, including individual counseling sessions, consultation, and group treatment.

Serves on the Crisis Intervention team, dealing specifically with emotional or psychological issues.

Applies counseling theories and models to assess a client’s problem and formulating a plan of action. Assists in implementing the recommended solution, and subsequently evaluating the solution.

Counsel’s individuals as to their prescribed objectives, intended to achieve emotional well being which will aid in furthering their educational progress.

Selects, administers, scores, interprets, and evaluates the results of a certain, limited number of psychological assessment tools.

Consults with various university professional concerned about the well being of a student.

Provides assistance to faculty and department heads by counseling with students concerning problem areas.

Provides interface with parents and community agencies in seeking psychological assistance.

Provides counseling supervision for students in training at the University Counseling Center.

Provides interface with Disability Services Center, the Career Center, Academic Advisement Center, and other University services to help students deal with emotional issues in a holistic way.

Provides interface with parents and community agencies in seeking psychological assistance.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides mental health and psychological counseling to students and the university community.

2. Consults with students, parents, faculty members, staff members, and administrators regarding individuals of concern.
3. Serves on the Crisis Intervention team, specifically dealing with emotional and psychological issues.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or bend; and reach with hands and arms.

Experience/Educational Requirements:

Education:
A Master’s Degree in counseling, psychology, social work, or related field from an accredited four-year college or university.

AND

Experience:
Two (2) years of experience, including practicum or internship, related to the above-described duties.

AND

Licensure:
Incumbent must be licensed or eligible for license in an area related to the above-described duties.

Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.