

Range H11

JTC NO. H54  
FLSA EXEMPT Y

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Part-Time Counselor I

**DATE PREPARED:** Spring 2003

**DATE REVISED:** Fall 2012; Spring 2017

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**GENERAL SUMMARY:**

Under the supervision of the chief executive officer in Student Services, the part-time counselor is a non-teaching position responsible for providing short-term personal/social counseling, crisis intervention/referrals when appropriate, and educational/outreach activities to a diverse student population, as well as providing consultation to faculty and staff in their efforts to help students, both credit and non-credit, succeed

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides short-term mental health counseling, crisis intervention, and referral as appropriate for a diverse student population.
- Provides career and educational counseling.
- Facilitates small group counseling sessions for specific groups of students, (i.e., returning adults, nursing, international student groups and others as deemed appropriate).
- Designs, implements and evaluates workshops and programs that reflect mental, emotional and physical wellness emphasis.
- Develops collaborative relationships with faculty.
- Consult with faculty and staff on mental health issues related to student success and student retention.
- Acts as a liaison to other support services and collaborates with other student services offices to develop relevant programming.
- May provide supervision for counseling interns from local colleges and universities.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

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**PHYSICAL EFFORT REQUIRED:**

Works with light easy to handle materials requiring little physical effort.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Master's degree in counseling which should include proven knowledge in life style and career development, counseling theories, counseling techniques, human growth and development, abnormal human behavior, appraisal techniques, research, and computer proficiency and 2 years of work experience in a college setting, and hold a professional counselor license or other related field license, or be eligible for license, or 4 years in either a secondary school or social agency setting, and be LPC, or other related field license; bilingual proficiency a plus. Must be able to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

lac: 02/01/03  
Rev 09/05/2012 lmm  
Revised: 1/2017 - emm  
ADA/tmm 05.15.19