

**Habib University Foundation**  
**Job Description**

<b>Position Title</b>	Counselor
<b>Department</b>	Student Life
<b>Reporting Relationship</b>	Assistant Director, Student Life
<b>Dated</b>	4 <sup>th</sup> June, 2015

**Scope of the Position**

The Counselor will be working directly with the students. The primary role will be to provide 1 on 1 confidential counseling, small group counseling sessions, present workshops, and to provide consultation about concerned students with Student Life staff and Faculty. The service will be located as part of the Wellness Center. Ideally this person would use a humanistic approach to counseling work.

**Summary of Key Functions**

- Provide counseling for a multi-cultural population on emotional, social and personal adjustment issues.
- Conduct educational workshops with staff, faculty and students on relevant mental health and social issues.
- Communicate effectively with parents, students and staff
- Implement and develop appropriate interventions and psychological programs to meet the mental health needs of the student population
- Ensure that the counseling office is a safe, comfortable and in line with guidelines
- To liaise with a wide range of colleagues and external agencies on matters related to the well-being of the student population.
- To maintain appropriate records and contribute statistical reports on work undertaken
- To contribute to the induction programs for incoming students (orientation).
- To participate in relevant University committees and working parties if required.
- To undertake such administrative duties as maybe requested department.
- Be a proactive member of the Student Life department in working events, planning trainings, attending meetings, participating in retreats, and being strategic about the services offered students.
- To maintain a high level of knowledge and awareness of change and developments in the fields of higher educations and counseling and their implication for the organization and delivery of counseling within the institution.

### **Required Qualification, Experience and Skills**

- Must possess a Master's degree in counseling/ clinical psychology or equivalent with at least 100 hours of supervised direct counseling experience.
- Ability to work and communicate effectively with small and large groups of students for mental health related activities.
- Ability to practically apply assessment, counseling, interviewing and crisis management skills.
- Ability to develop programs and interventions to provide the best mental health care for students
- Ability to plan and implement complex projects with multiple students and families
- Ability to work with multiple level of staff and external constituencies.
- Ability to adapt counseling practice to suit cultural context and the background of clients.
- Demonstrate an understanding of Humanistic and Psychodynamic Theory and its application in the work with clients
- Ability to form a working alliance with students (ages 19 and above)
- Ability to work with the Wellness center in preparing interactive presentations and articles.