

Job Description

Position Title	Student Counselor
Department	Office of Student Life
Reporting To	Manager, Health & Wellness
Type of Position	Contractual

POSITION DESCRIPTION

The Counselor will be responsible to deliver one-on-one counseling sessions, facilitate small group counseling sessions, and to prepare and present wellness-related workshops

DUTIES AND RESPONSIBILITIES

- ✓ Offer guidance to a diverse group of individuals belonging to various cultural backgrounds on matters concerning emotional, social, and personal challenges.
- ✓ Conduct workshops for Students, Faculty, and Staff addressing pertinent mental health concerns.
- ✓ Communicate effectively with Parents, Students and Staff.
- ✓ Implement and develop appropriate interventions and psychological programs to meet the mental health requirements of Students.
- ✓ Make certain that the counseling office adheres to safety guidelines while providing a comfortable environment.
- ✓ Collaborate with external organizations on matters concerning the well-being of students.
- ✓ Maintain appropriate records and provide statistical reports, when required.
- ✓ Actively participate in the Induction Program of incoming students (Orientation)
- ✓ Undertake administrative duties as and when required
- ✓ Actively engage as a contributing member of the Wellness Center by participating in events, organizing training sessions, attending meetings, joining retreats, and demonstrating a strategic approach.
- ✓ Stay informed and vigilant about changes and advancements in the realms of higher education and counseling, and understanding how they impact the provision of counseling services within the Institution.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ A Master's degree in Psychology/Counseling
Required Experience	✓ 200 hours of supervised direct Counseling experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication	High
2.	Assessment & Planning	High
3.	Data Management	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

Revision Date	October 2023	Version	
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