



## **JOB DESCRIPTION**

**JOB TITLE:** Title III (NASNTI) Licensed Mental Health Counselor

**REPORTS TO:** Title III NASNTI Project Director

**STATUS:** Full time, exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position

**JOB OVERVIEW:** The Title III NASNTI Guided Pathways Coordinator is responsible for offering counseling services to students at both campuses, coordinating activities addressing students' emotional well-being, collaborating with Career & Supporting Services Coordinator on mini seminar series development, and assisting with faculty training for building culturally competent trauma-informed teaching and learning environments.

### **DUTIES AND RESPONSIBILITIES:**

#### **Title III NASNTI Licensed Mental Health Counselor**

- Offer counseling services to students at both campuses
- Coordinate activities addressing students' emotional well-being
- Collaborate with Career & Support Services Coordinator on mini seminar series development
- Assist with faculty training for building culturally competent trauma-informed teaching and learning environments
- Ensure timely completion of tasks and project objectives
- Maintain effective communication procedures to ensure project congruence with institutional and program goals
- Remain current regarding grant-related policies, grant terms, and conditions to ensure compliance throughout project
- Work with a diverse range of constituents to achieve project objectives
- Works across departments to increase retention and student success opportunities

***The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Exceptional knowledge and experience in applying wide range of analytical and evaluative techniques
- Excellent written and oral communication skills
- Ability to work independently and to organize and manage multiple projects
- Demonstrated willingness and ability to act ethically and socially responsible

- Strong interpersonal and skills

**EDUCATION/ EXPERIENCE REQUIRED:**

- Masters's degree in Counseling
- Must have LPC (Licensed Professional Counselor) credential
- Minimum of three (3) years of counseling experience
- Excellent leadership and communication skills
- Must be able to travel between multiple campuses, work other than normal business hours

**SPECIAL REQUIREMENTS:**

- Must be able to pull, bend, stoop, and lift 40 pounds

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**