

University of Houston – Clear Lake

Position Description

Job Title: **Counselor/Testing Coordinator**

Job Code: **2865**

Pay Grade: **040** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters in Counseling, Clinical or Counseling Psychology, or related field, including a counseling or clinical internship.	
Experience	Two years post-master's experience providing counseling services to adults. Training in vocational assessment and counseling.	Training or employment experience in counseling in an institution of post-secondary education. Training or experience in working with academic problems.
License/Certification	Licensed or eligible for Texas license as a professional counselor, psychologist, LMFT, or MSW-ACP.	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The counselor provides counseling and crisis intervention services to students, vocational assessment and career development services, structured outreach and developmental programming, academic support activities, and consultation and outreach to faculty and staff in regard to student problems. Coordinates standardized testing program.

Duties and responsibilities	% Time
Provides counseling services to students. Duties include brief individual personal counseling, group counseling, and occasional couple or family counseling; academic skill development counseling and academic support; counseling on issues of career development and academic decision making; and crisis intervention services for psychological crises on campus. Maintains appropriate confidential files of counseling clients.	45
Provides vocational assessment and counseling in individual and group formats for students, alumni, and prospective students.	20
Plans and implements workshops, seminars, and other structured psychoeducational and outreach programs designed to enhance academic, personal, and career development.	10
Participates in supervision, case conference, research, and professional development activities to maintain and enhance old skills, learn new skills, and contribute to the counseling professions.	10
Oversees the national testing programs administered by UHCL, including GRE, GMAT, TASP and Miller Analogy Test. Provides uniformity, consistency and responsibility for test security. Communicates testing information to examinees, students, faculty, and staff in a timely fashion. Serves as point of contact for all testing questions. Maintains accurate testing information, files and annual report data. Writes annual report and perform audits on individual testing programs.	10

Selects and regularly trains room supervisors and proctors on test administration and test security.	
Meets with faculty to provide information on services and provides consultation to faculty as needed. Works with university staff to develop human relation skills in dealing with students and their problems.	5

This position description describes the general qualifications, duties and responsibilities of work being performed.