OCCUPATIONAL SUMMARY

Provide a variety of special services supportive functions to inform, advise and counsel individuals regarding programs designed for economically, culturally and educationally deprived students; counsel and advise students and develop and maintain effective working relationships with enrolled students and college personnel.

WORK PERFORMED

Select and administer diagnostic test for program applicants.

Select and enroll student participants; provide counseling and advice to students regarding program opportunities, personal problems, career direction, academic difficulties and behavior problems.

Maintain contacts with residential staff and faculty to keep abreast of student progress and to obtain absentee reports.

Conduct group counseling regarding study programs as necessary.

Develop effective communications and liaison with educational personnel and intercede on behalf of program students to promote and ensure well being of students.

Assist in the planning and implementation of special seminars and cultural programs.

Establish and maintain records on student participants.

Develop and distribute informational data concerning special service programs.

Assist students with registration and scheduling problems.

Maintain records of student attendance and progress and monitor student’s academic performance.

Represent the program at a variety of meetings and serve on related committees as requested.

Serve as chaperon for off campus cultural events.

Plan and teach academic courses as required.

Establish and maintain records and prepare a variety of reports and analysis as requested.
Perform other related duties incidental to the work described herein.

**ADA WORK PERFORMED**

1. Develop an ADA handbook for employees; develop and coordinate ADA training sessions.

2. Develop and maintain a comprehensive monitoring and evaluation program to ensure ADA Compliance.

3. Answer ADA questions from faculty, staff, students, and others.

4. Establish mediation procedures to respond to ADA non-compliance complaints; coordinate mediation groups; interpret ADA rules and regulations.

5. Review, investigate, and respond to all ADA-related concerns for informal resolution.

6. Serve as liaison to administration/students regarding ADA compliance. Serve as liaison to the community regarding ADA issues.

7. Coordinate faculty and staff ADA-related accommodations in the workplace. Provide job analysis, investigate disability limitations, and determine appropriate “reasonable” accommodations for employees as well as students. Maintain and secure all confidential records regarding students/employee accommodations and/or disabilities.

8. Prepare ADA-related reports required by federal law.

9. Develop and maintain inventory and tracking systems for student accommodations, disabilities, expenditures, and adaptive equipment/technology for statistical reports.

10. Consult with school administration and legal staff regarding marginal compliance or “reasonableness” of accommodations and any other ADA-related issues as deemed necessary to protect the school against potential grievances or lawsuits.

**QUALIFICATIONS**

**Minimum Qualifications**

*Master’s degree in Counseling, Rehabilitation Counselor, Psychology, Guidance and/or any other related Social Science field and at least two (2) years of experience in a Career Counseling, Counseling Department and/or Career Development in a post secondary setting.

*Knowledge of career development theory, assessment tools, industry trends and job/internship marketing.

**KNOWLEDGE/SKILLS/ABILITIES**

Considerable knowledge of ADA rules, regulations, facility compliance, and drug and alcohol abuse issues. Familiarity with outside organizations providing ADA information.

Excellent interpersonal, counseling, negotiating, problem solving and communication skills.
MANAGEMENT OF PEOPLE
Accountable for helping others and providing on-the-job training or guidance.

APPLICATION OF KNOWLEDGE
The primary results expected of the employee are professional or management services. The employee designs and implements formal programs or policies OR provide leadership and expert advice to other professionals. This capability generally requires formal education such as a college degree, or equivalent, or advance vocational skills supplemented by several years of progressive professional/technical development on the job.