

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Counselor	<b>SALARY GRADE:</b>	HU-11
<b>DATE REVISED:</b>	December	<b>EEO CODE:</b>	01
<b>JOB CODE:</b>	4102	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** Under general direction, the Counselor will provide counseling and advising to students with a goal toward maximum individual growth and development.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts include administrators, faculty, students and staff of the department and University. External contacts include other colleges and universities, visitors and the general public.

**PRINCIPAL ACCOUNTABILITIES:** Assists in the administration of a systematic counseling program for the growth and development of all students enrolled in the School or College.

Maintains and prepares student records and aids students in meeting requirements for graduation.

Helps the student to develop self-understanding and direction through individual counseling.

Assists the student, through the process of counseling, in removing personal or emotional blocks which may interfere with the student's academic or social performance in college.

Interprets school policies and advises the student on his/her academic programs; evaluates applications and records of students who have been academically suspended and who wish to be reinstated; and makes recommendations for reinstatement of students.

Prepares graduation schemes and aids in final clearance of student for graduation.

Assists in the university recruitment program.

Provides assistance in the compilation of administrative reports including the preparation of the Annual Report and revision of the School or College's Student Handbook.

Represents the School or College on University committees and attends professional meetings and conferences as required.

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Counselor	<b>SALARY GRADE:</b>	HU-11
<b>DATE REVISED:</b>	December	<b>EEO CODE:</b>	01
<b>JOB CODE:</b>	4102	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

Keeps abreast of current trends in student personnel services to assure program relevancy and to serve as resource person to the Dean and faculty in assigned areas.

Perform other job-related duties as assigned.

**CORE COMPETENCIES:** Knowledge of advising practices and principles.

Knowledge of student development theory.

Knowledge of university and college curriculum content and requirements.

Proficiency in interviewing and advising.

Skill in the operation of computers and related software applications.

Communicate effectively, orally and in writing with a diverse population.

Ability to work independently under pressure to meet deadlines

Provide a high level of customer service and professionalism to students, parents, faculty, staff and the university community.

Ability to establish and maintain effective and harmonious work relations with students, staff, faculty, University officials and the general public.

**MINIMUM REQUIREMENTS:**

Master's degree in counseling, guidance, student personnel administration, or related field and two years of guidance and counseling or student personnel area experience at the university or college level; or an equivalent combination of relevant education and experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation & Performance Management