AUBURN
Human Resources

Counselor III, Student

Job Description

JOB INFORMATION

Job Code	AE03C
Job Description Title	Counselor III, Student
Pay Grade	HW09
Range Minimum	$51,670
33rd %	$62,000
Range Midpoint	$67,170
67th %	$72,340
Range Maximum	$82,670
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/7/2022

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Mental & Behavioral Health

JOB SUMMARY

Provides counseling and psychological services for students and provides information regarding mental health services and programs.

RESPONSIBILITIES

- Provides counseling to students to include, but not limited to, individual counseling, group counseling, family consultations, and crisis referral.
- Plans, develops, and/or presents informational programs related to mental health concerns and available services.
- Documents, reports on, and/or maintains confidential records and evaluation information from counseling/program sessions.
- Evaluates and develops comprehensive treatment plans for individuals to include (but not limited to) assessing, diagnosing, coordinating treatments with other professionals, and/or providing referrals.
- May supervise and/or train non-licensed graduate student clinicians.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Education, Counseling, or related field	and	4 years of	Experience in providing counseling and psychological services	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
LMSW - Licensed Medical Social Worker - State Licensure	For social workers	Upon Hire	Required	And
	Licensure as a Licensed Independent Clinical Social Worker (LICSW) in the state of Alabama is required within 24 months of hire		Required	And
	For counselors, must hold Associate Licensed Counselor (ALC)	Upon Hire	Required	And
LPC-Licensed Professional Counselor	in the state of Alabama is required within 24 months of hire		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.