



## Savannah State University Position Description – Student Affairs Counselor

### ***POSITION DESCRIPTION***

Position Title: Student Affairs Counselor FLSA Status: Exempt  
Reports to: Coordinator of Center for Student Development  
Department: Center for Student Development  
Date Prepared: June 2003

### ***BASIC FUNCTION***

The incumbent must provide assistance to students as they move toward graduation by providing academic counseling, career counseling and disability service programs. The incumbent must also provide students with guidance to promote a healthy life style and the skills they need to make critical decisions regarding their life and career.

### ***NATURE & SCOPE***

Reporting directly to the Coordinator of the Center for Student Development, the incumbent in this position completes necessary assignments as determined by the needs of the students. Interacting regularly with Enrollment Management and other departments and members of SSU faculty, the incumbent must possess and apply diversified experience in the application of counseling theories and principles.

The individual must ensure that the entire campus is knowledgeable about and compliant with the policies and procedures pertaining to disability services and must provide monthly support sessions to address the needs of disabled students.

The incumbent also has the responsibility of serving as a recruiter to solicit volunteers to help with these programs.

### ***PRINCIPAL ACCOUNTABILITIES***

- Assisting students who have documented disabilities with accommodations
- Providing individual, career and academic counseling
- Providing counseling to students who are withdrawing from SSU
- Teaching a Freshman year class, designing the curriculum, booking guest speakers and other related duties

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires an advanced degree in addition to working knowledge of Windows, Excel, Access and Word.