**Counseling & Development Specialist IV Standard Job Description**

**Classification Title:** Counseling and Development Specialist IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Counseling & Development Specialist IV, under direction, provides academic skills, academic counseling, and other services to students in individual and group formats. Supervises assigned staff.

**Essential Duties and Tasks:**

**30% Academic Counseling and Skills Development**

* Provide academic skills, academic counseling, and other services to students in individual and group formats.
* Consult with students, faculty members, and staff members about students who evidence problems that require academic and career choice counseling.

**20% Counseling Related Activities**

* Engage in counseling related activities including maintaining counseling records, administering and interpreting assessment inventories, making referrals, and managing various organizational and administrative aspects of counseling cases.

**10% Information Dissemination and Presentations**

* Respond to requests for information about counseling services, programs, and organizational structure and policies.
* Provide presentations for students, faculty members, and staff members about counseling services, programs, organization, professional development topics and issues, etc.
* Provide professional presentations at local, regional, and national conferences and workshops.

**10% Supervision and Program Coordination**

* Provide adjunct supervision for masters and doctoral degree graduate students in counseling and student personnel administration.
* Supervise assigned staff.
* Coordinate sub-services and programs and assist in the development of new programs.

**10% Administrative Tasks**

* Assist with organizational and administrative tasks, as requested. Act on behalf of the supervisor, as needed.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in area relevant to position.

**Required Experience:**

* Twelve years post-bachelors experience related to position.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and database applications.
* Ability to multi-task and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Standard office equipment

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**