

COUNSELING OFFICE SUPERVISOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Supervisor	68	07/01/07	Classified Supervisor	1 of 2

DEFINITION: The Counseling Office Supervisor is responsible for planning, organizing, and coordinating the operation of a student counseling center, including the supervision of classified staff in the student counseling center, transfer center, and articulation office. The supervisor performs the more difficult and responsible office assignments, including statistical reporting and budget monitoring and related work as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Planning, organizing, and coordinating the operations of a student counseling center and a transfer resource center.
- Supervising, training, and evaluating the work of an assigned staff of employees.
- Maintaining time records and work schedules for assigned staff and counselors.
- Interviewing prospective employees and making recommendations on hiring.
- Assisting in preparation of materials for counselor and staff hiring.
- Coordinating pre-registration orientations.
- Coordinating counselors= schedules and student appointments.
- Managing computerized appointment network.
- Assisting in scheduling of counseling courses and workshops and preparation of course materials.
- Overseeing coordination of college representative visits and college transfer days.
- Assisting the division chairperson in implementing and tracking of college policies relating to student counseling requirements.
- Overseeing maintenance of library of college catalogs and reference books.
- Assisting in maintaining budget records and monitoring expenditures, including keeping running balances of accounts, transferring funds, ordering supplies, and keeping management staff aware of budget status.
- Preparing reports and news releases.
- Composing correspondence.
- Serving as recording secretary at department and division meetings.
- Compiling a variety of statistical information and preparing summaries.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles of supervision, operations, and training, including management of a complex, multi-staff environment, Computer programs including skills in Excel, Access, or other database; Micro Soft Word or other word processing program, office equipment, procedures, and practices including filing systems, receptionist, telephone techniques, and letter and report writing, business English, including vocabulary, correct grammatical usage, spelling, and punctuation, budget monitoring and control.

Ability To: Plan, organize, and direct the operations of a student service center, train and supervise assigned staff, analyze situations and make decisions without immediate supervision, prepare and maintain accurate records and reports, make arithmetical calculations with speed and accuracy, monitor budget expenditures and maintain accurate, updated information, type at a speed of 40 words per minute, take accurate meeting minutes, maintain good public relations with faculty, students, and representatives of other

COUNSELING OFFICE SUPERVISOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Supervisor	68	07/01/07	Classified Supervisor	2 of 2

educational institutions, establish and maintain cooperative working relationships, demonstrate sensitivity to, and ability to work with, diverse racial, ethnic, gender, disabled and cultural populations.

Education/Training: Associate's degree or equivalent.

Experience: Three years of increasingly responsible office assistance including one year in providing technical or functional supervision to other staff.

Adopted July 1998
Revised 07/01/07