

GUIDANCE OFFICER

GENERAL

This is professional counselling to students and applicants in the field of vocational, educational, financial and personal matters.

TYPICAL DUTIES

- Provides vocational, educational, financial and personal counselling to students and applicants.
- Interviews applicants and supplies relevant information.
- Provides vocational assessments relative to admission to courses where applicants are otherwise unable to meet entrance requirements and to applicants requiring assistance in career planning and course selection.
- Provides psychological testing of students and interpretation of results.
- Acts as liaison with staff and students.
- Participates in career days and open house.
- Answers enquiries from general public.
- May be required to act as a counsellor for handicapped students taking responsibility for preparatory programs, progress reports, etc.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

- Knowledge of programs and courses offered.
- Knowledge of counselling techniques, as well as various methods of psychological testing.
- Ability to communicate effectively with staff, students and general public.

Education, Training and Experience

- Graduation from a recognized degree program in counselling or the social sciences.
- Minimum of two years' experience in testing and evaluation techniques.
- May be required to attain manual communication skills when counselling handicapped persons.

“This information is available in alternate formats upon request.”

Physical Standards

Physically capable of performing the duties assigned.