

# **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.

## **Physical Standards**

Physically capable of performing the duties assigned.