

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Director of Career Guidance and Counseling
Reports To: Vice President for Student Development
Position Code: DCGU
Department: Student Services
EEO Type: PR

Effective Date: 09-01-82
Revision Date: 06-23-03
Pay Grade: H
FLSA: Exempt
ORP Elig: Y

A. General Description:

The Director Career Guidance and Counseling, a line position, is responsible for planning and implementation of career guidance and counseling program that includes personal, educational and vocational counseling and testing for students. The Director reports directly to the Vice President for Student Development.

B. Duties and Responsibilities:

a. Essential Functions

Supervises and evaluates Career Guidance and Counseling personnel.

Analyzes counseling and guidance activities and recommends changes.

Makes routine and periodic progress reports and special reports upon request.

Counsels individuals and groups relative to education and vocational objectives.

Supervises campus placement testing.

b. Other Responsibilities

Performs other duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Comprehension of the philosophy of technical vocational education.

Defined verbal and written skills.

E. Minimum Requirements of Education and Experience:

Master's degree in an appropriate field from an accredited college or university.

Three years work experience in vocational counseling and guidance to include administrative responsibilities.

Approved: _____
Supervisor