

STUDENT AFFAIRS OFFICER

NATURE OF WORK

This is responsible work in assisting students to solve personal or school-related problems.

Work involves assisting individual students or groups of students to overcome personal, financial, or school-related problems. An employee in this class works closely with faculty members, administrators, and counsellors in an attempt to help students solve their problems and acts as liaison on behalf of students. Work is performed under limited supervision and the employee has considerable latitude in working with students. Work is reviewed by observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Counsels students; conducts confidential interviews designed to cover all aspects of problems including personal, financial, vocational, academic, and school related; suggest courses of action, although emphasis is placed on aiding the students to make their own decisions based on self-understanding gained through the counselling process.

Consults with counsellors, faculty members, administrators, government officials, and others in an attempt to find ways to help students solve their problems; refers students to professional counsellors.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in working with college-age youths; graduation from a four-year college or university with major course work in psychology, sociology, social work, or counselling; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the principles and methods involved in dealing effectively with students' personal or school-related problems.

Knowledge of vocational, academic, and personal problems which may affect college students.

Knowledge of the social and cultural pressures and environment of college students, both off and on campus as well as awareness of current values and value changes.

Some knowledge of modern counselling and interviewing techniques as related to college age persons.

Ability to obtain the confidence of students, and to obtain all information required for evaluation and making recommendations.

Ability to inspire confidence and aid students in developing self-understanding.

Ability to organize and lead discussion groups.

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1993.01.14

Confirmed: 2004.01.05