

The College counselors shall be responsible to the chief student services officer and will:

1. Provide professional assistance in registration, orientation, guidance, admissions, testing, and other student personnel services activities.
2. Maintain close working relationships with high schools served by the College as well as institutions of higher education to which Sandburg students transfer.
3. Counsel students with educational, vocational, social and personal problems as they may affect the development of the student at Carl Sandburg College.
4. Maintain counseling records meeting legal and ethical requirements.
5. Work with the instructional staff to facilitate the student's achievement and personal adjustment.
6. Utilize appropriate testing procedures for groups or individuals when such a need is indicated.
7. Confer with students who plan to withdraw from college and develop methods to assist in the assessment or reassessment of their goals.
8. Make referrals to appropriate agencies when advisable.
9. Assist students and alumni in securing information relative to requirements of institutions to which they expect to transfer.
10. Cooperate with all divisions of the College.
11. Conduct and supervise national testing as assigned by the chief student services officer.
12. Represent the College at professional meetings as required.
13. Assist in the preparation of long range plans for the counseling program.
14. Assist in the preparation of statistical reports concerning counseling activities.
15. Assist in the development of the counseling program budget.
16. Complete other duties of a professional nature as assigned by the chief student services officer.