

JOB TITLE:	Counsellor II (Academic/Probation Support Services)
TYPE OF VACANCY:	Faculty
DEPARTMENT:	University Centre for Counselling & Career Services (UCC&CS)
<p>POSITION SUMMARY:</p> <p>The University Centre for Counselling and Career Services (UCC&CS) is pleased to invite applications for the position of Counsellor II (Academic/Probation Support Services) to work within the UCC&CS Department. This full-time appointment will begin in August, 2024.</p> <p>Candidates are being sought to fill the Counsellor II (Academic/Probation Support Services) position in the University Centre for Counselling & Career Services (UCC&CS). The ideal candidate should have knowledge of academic and psycho/educational counselling, be a team-oriented person with counselling skills/background, and demonstrated training in a wide range of student concerns, and outreach programmes. Additionally, the successful candidate should have knowledge of academic advising, personality assessments, use of computer databases inclusive of testing and evaluating, strong organizational, interpersonal, communication and recruitment skills. The UCC&CS is responsible for the delivery of the First Year Seminar, a required course in the University's General Education Programme.</p>	
<p>Reporting to the Director the Counsellor II (Academic/Probation Support Services) will be responsible for:</p> <ul style="list-style-type: none"> • Providing individual and group counselling to students seeking assistance with academic, career-vocational, or psycho-social concerns/problems; • Coordinate and present developmental seminars and workshops; • Teach two (2) First Year Seminar (COUN100) Course Sections each semester; • Prepare and maintain case records, reports and statistics on clients and monitor and evaluate counselling services; • Provide crisis and short-term counselling interventions and consulting and/or referral to psychiatric and/or medical resources; • Provide consultation, resources, workshops and training programmes by applying special therapeutic skills and conducting support programmes; • Provide services for the retention of 'at-risk' students; • Be available to students outside of normal hours; • Utilize a variety of therapeutic approaches; 	

- Knowledge and application of the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5);
- Knowledge and application of psychometrics including test construction, the standardization of administration and scoring of psychological assessments, and interpretation of scores and other clinical data;
- Demonstrated proficiency in Psychological Testing Software, MS Software packages, presentation and publishing software and electronic communication tools;
- Excellent written and oral communication skills;
- Excellent organizational skills and keen attention to detail with a high level of attention to accuracy and completeness;
- Ability to coordinate and plan events that support the advancement of the Portfolio ultimately, increasing retention at the university of The Bahamas;
- Ability to work well with people;
- Be empathetic and student-oriented;
- A team-oriented person with a strong psychological and counselling skills background;
- Facilitates behavioral seminars/workshops to support student health and relationships;
- Assists in the planning and development of the student's academic schedule to ensure requirements are met;
- Tracks students' progress throughout the semester;
- Provides crisis counselling to provide stabilization and makes referrals to appropriate resources;
- Skill in data-driven results;
- Develop and maintain tracking, communicating, and reporting systems.

This description is a summary and is not intended to be all-inclusive. The duties of this position may change from time to time according to business and technical needs.

QUALIFICATIONS:

- An earned Doctoral Degree or Masters in Counselling/Counselling Psychology/Educational Psychology or related field from an accredited institution;
- A minimum of 3-5 years' experience in Counselling or Counselling Psychology;
- Provide evidence of research, scholarships and mentoring students.

SALARY SCALE:	TD/TM
REPORTS TO:	Director, University Centre for Counselling & Career Services (UCC&CS)
APPLICATION END DATE:	UNTIL FILLED

DATE PUBLISHED:	15th May, 2024
<p><i>Requested Information: Interested applicants should submit the following electronically at facultyapply@ub.edu.bs (Noting the Position in the subject field). Only electronic submissions will be accepted.</i></p> <p><i>The following documents are required to complete the application: (in one e-file/document).</i> Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact vpaa@ub.edu.bs.</p> <p>A cover letter describing academic philosophy and vision, research and publications;</p> <ol style="list-style-type: none"> 1. Copies of academic qualifications; 2. Copies of transcripts of all undergraduate and graduate degree programmes completed; 3. A current and complete curriculum vitae; 4. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date; 5. Three letters of reference; <p>Completed UB Application for Employment Form found at this link: http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-forEmployment-Faculty.pdf</p>	
<p><i>The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.</i></p>	