

Date Posted: 06/06/12

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Retention Counselor

Employer/Agency: Rice University

Job Description: The Retention Counselor will provide individual counseling, outreach programming for Rice students, and consultations on mental health and administrative issues for faculty, staff, students and student family members.

- Counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, identifying students' problems and arranging for needed services, both on and off campus.
- Provide advice, guidance and information for students in distress, including support through separations, leaves, withdrawals, and readmission.
- Assist students in navigating the medical withdrawal and readmission administrative processes.
- Maintain case history records and prepare reports when necessary.
- Employee may be assigned or required to perform additional duties to the benefit of the department or University.
- Create and deliver mental health outreach programming for Rice students, faculty, staff, students and their families as needed, based on the current needs of the University.
- Coordinate with other offices on campus to implement University-wide policies and practices that proactively impact undergraduate student well-being and retention.

Qualifications: **Education Required:** Master's Degree in counseling or social work.

Experience Required: 3 years' experience providing counseling to a culturally diverse young adult population (includes experience gained in internships and/or other related pre-master's experience).

License/Certification Required: Must be eligible for Texas license in professional counseling or social work.

Other Skills Required:

- Multicultural competence.
- Excellent interpersonal skills and judgment.
- Ability to work flexible hours.

Experience Preferred:

Five years of experience providing counseling to a culturally diverse young adult population (includes experience gained in internships and/or other related pre-master's experience).

- Outreach specialist.
- Experience as a high school or college level counselor.

License/Certification Preferred: LPC, LCSW or LMSW

Other Skills Preferred

- Knowledge of the Chinese culture and language, including familiarity and/or fluency in Mandarin.
- Knowledge and experience using electronic media for outreach.

Salary/Hours:

- Salary Commensurate with Experience and Qualifications
- Benefits Eligible
- Initially 8:30 a.m. to 5 p.m., Monday through Friday; evening hours or weekend work may be required.
- Must be willing to work flexible hours, as much of the outreach will be conducted in the evenings.

Application Method: Apply online at jobs.rice.edu/applicants/Central?quickFind=53268

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you