

## Job Description

Position: **Student Counsellor -Trainee**

Position Reports to: **Student Counsellor**

**Location – Patiala, Punjab**

### Main Purpose

Assist Student Counsellor in advising and providing guidance to students about their personal or academic life. Helps students to deal with the pressures of life and is also responsible for monitoring the overall psychological growth of the students. Work closely with students (under the guidance of Students Counsellor) to promote optimum emotional and mental health by helping them to diagnose and deal with issues associated with personal & academic life.

### Specific Accountability & Job Responsibility

- Guiding students about their career decisions and helping them understand their potential and provide help in pursuit of their goals.
- Help students understand their skill sets and provide ways to utilize it.
- Advise students on their personal problems and helps them to resolve it
- Engage parents and the institute authorities, for coming up with a solution, if the student faces some big problem and together they help the student.
- Recognizing various behavioral issues and provides solutions to handle them.
- Hold various sessions with the students to identify the problems that the student faces and try to understand their troubles and advise them.
- Work as a mediator between the student and the institute authorities, if there is an argument and tries to resolve it.
- Prepare and update files and records.
- Routine miscellaneous work.

### Qualifications

- A degree in Psychology/Clinical Psychology/Counseling

### Experience

0-2 years of Experience as Counsellor

### Personal Attributes

- Strong inter-personal skills, including influencing
- Excellent Communication skill; both written and verbal
- Good listening skills
- Persuasiveness and assertiveness
- An understanding of and empathy with the issues and challenges of students
- Ability to respond effectively to the needs of a diverse and demanding student population

### Compensation:

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **13<sup>th</sup> Dec 2018**.