# Terms of Reference for The STUDENT Counselor

**1. BACKGROUND**

Student counselors provide assistance for the students in resolving their emotional, psychological and personal issues throughout their duration of study. Student counselors are appointed for each of the department by the dean of the faculty, through the recommendation of the head of the departments. The student counselors (both female and male) are appointed for each department to provide students the required assistance in crisis management during working days and weekend if required. All the information related to the student counseling is kept confidential.

**2. KEY TASKS AND RESPONSIBILITIES**

The student counselor is responsible for,

* Providing support to students who are experiencing emotional difficulties by helping them to identify and work through their issues.
* Recognizing students’ behavioural issues/disorders and guide them in overcoming their difficulties.
* Being a proactive listener and use talk therapy sessions in assisting students to reach their own resolutions for the problems and develop strategies to address and remedy their concerns.
* Working with the student continually and assess his or her psychological wellbeing in long term by maintaining the records (when necessary), to track the condition of the student.
* Identification of the magnitude of the students’ emotional and/or psychological issues and if there are signs that the student is suffering through a severe condition that needs medical attention such as anxiety or clinical depression, direct the student to a professional counsellor through students welfare services.

**3. DURATION OF THE ASSIGNMENT**

The assignment will run for 52 weeks from the date of signing the contract.

**4. MODE OF PAYMENT**

The assignment as a student counselor is a voluntary service.

**5. REQUIRED SKILLS AND QUALIFICATIONS**

* The student counselor position should be undertaken by a permanent academic staff member of the department and should be Senior Lecturer Grade II or above.
* Excellent observation and listening skills.
* Willingness to work with different students with different psychological / emotional conditions and spare them the time during emergency situations.
* Respect the confidentiality of the student.
* Previous experience in a similar position (voluntary or non- voluntary) would be an advantage.

**6. METHOD OF APPOINTMENT**

Department heads should nominate a suitable candidate at the beginning of every academic year for the position of the student counsellor, whom should then be appointed through the dean of the faculty.