



LIMERICK INSTITUTE
OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA
LUIMNIGH

STUDENT COUNSELLOR

(CONTRACT OF EMPLOYMENT – 8 HOURS PER WEEK)

REPORTING TO: Academic Administration & Students Affairs Manager

THE JOB:

The Student Counselling Service operates on a confidential basis to individual students who are experiencing personal difficulties which may be affecting their work. In addition, the Student counsellor will play a key role in helping students with their academic progress and personal/social development through group counselling, seminars and workshops. The range of duties assigned to the Student Counsellor may vary from Institute to Institute and from time to time.

This contract to provide a counselling service at the Limerick Institute of Technology will run up to 28th May, 2010 excluding the Easter holiday period.

MINIMUM QUALIFICATIONS:

- At least 2nd class honours degree in psychology or equivalent.
- Postgraduate qualification in clinical psychology/counselling or educational psychology or equivalent.
- Be a member or be eligible to be a member of appropriate professional body.
- 3 years counselling experience.

MAIN DUTIES:

You will be responsible to provide the following services to the Institute:-

- To provide psychological assessment and intervention.
- To maintain case records and statistical data as required by the Institute.
- To provide group counselling to students with a view to helping their academic progress and personal/social development.
- To design and deliver seminars/workshops on life skills/personal development, stress management, substance abuse etc.
- To organize and run, in collaboration with other appropriate staff, workshops or groups on study skills, presentation skills, examinations' techniques, etc.
- To be involved in the preparation and provision of special training/information seminars for staff.
- To collaborate with staff in the design and provision of special programmes/projects, for example, induction, peer mentoring, etc.
- To support and provide training to student groups such as Student Union Welfare Officers
- To contribute to the evaluation, consumer satisfaction and research relating to the Student Counselling Service.

- To liaise with and make referrals (as appropriate) to academic, administrative and support services staff within the Institute
- To maintain appropriate levels of external supervision
- To participate in regular inservice consultation, ongoing training and professional development
- To participate in student services team meetings as appropriate
- In the context of the Student Counselling Service's procedures and policy, to liaise with and refer students to external services as appropriate
- To assist the Institute in anticipating, identifying and providing conditions that will facilitate the wellbeing and success of students and in developing preventative and educational programmes for students
- To participate in the review and development of student services procedures and policies
- To prepare statistics relevant to the service and to produce an annual report on the work of the service and other reports as required from time to time
- To participate in all committees/groups of which the appointee is a member or to which he/she is assigned
- To perform such other relevant duties as may be assigned from time to time by the Institute

HOURLY RATE: € 29.56

APPLICATION DETAILS:

Latest date for receipt of completed application forms is **12 noon on Friday, 19th February, 2010.**
Application forms received after 12 noon on the closing date will **not** be considered.

Limerick Institute of Technology is an equal opportunities Employer and does not discriminate on the nine grounds set out in the Employment Equality Act 1998. These are gender, marital status, family status, age, disability, race, sexual orientation, religious belief and membership of the Traveller Community.

The Institute regrets that it cannot pay expenses for candidates attending for interview