



University of Kurdistan Hewlêr
زانكۆی كوردستان ههولێر

Vacancy Announcement
Student Counseling Specialist

Position Overview:

The Student Counseling Specialist provides comprehensive counseling and support services to students, focusing on their academic, personal, and professional development while maintaining a confidential and supportive environment.

VACANCY TITLE: Student Counseling Specialist

VACANCIES AVAILABLE: One

CENTRE: Student Support and Wellbeing Centre (SSWC)

JOB FAMILY: Administration

TYPE OF CONTRACT: Full-time (FTE)

HOURS OF WORK: 40 hours/Week

PLACE OF WORK: Main Campus with the possibility of visiting the School of Medicine Campus

REPORTING TO: Director of Student Affairs

CONTRACT DURATION: Three Years

PROBATION: Six Months

APPLICATION DEADLINE: Application is open until the position is filled

JD VERSION: 261124



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DUTIES AND RESPONSIBILITIES

- Provide individual and group counseling services to students, addressing academic challenges, stress management, adjustment issues, and personal concerns.
- Conduct initial assessments and develop individualized support plans for students seeking counseling services.
- Implement preventive mental health programs and workshops on topics such as stress management, time management, and study skills.
- Collaborate with faculty and staff to identify and support students who may be experiencing academic or personal difficulties.
- Maintain accurate and confidential records of counseling sessions and student interactions.
- Participate in crisis intervention and emergency response when needed.
- Develop and maintain relationships with external mental health resources and make appropriate referrals.
- Contribute to the development and implementation of student wellness programs.
- Prepare regular reports on counseling services utilization and outcomes.
- Collaborate with academic staff to identify and support at-risk students.
- Maintain confidential and accurate records of counseling sessions and student interactions.
- Advise students on coping strategies and personal development opportunities.
- Stay updated with best practices and emerging trends in student counseling.

PERSON SPESIFICATIONS

- Bachelor's degree in Psychology, Counseling, or a related field (Master's degree preferred).
- Minimum 3 years of experience in counseling, preferably in higher education.
- Ability to communicate effectively in English language (reading, writing, and speaking).
- Strong knowledge of counseling theories, techniques, and best practices.
- Experience with crisis intervention and management.
- Excellent interpersonal skills.
- Cultural competency and experience working with diverse student populations.
- Proficiency in counseling documentation and case management software.
- Ability to maintain strict confidentiality and professional boundaries.
- Ability to handle sensitive issues with empathy and discretion.



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HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Student Counseling Specialist and inserting the most recent passport-size photo in the area provided on the application form.
 - Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
 - The size of the photo must be 45mm x 35mm with no less than 150 pixels for the quality.
 - Any application that does not specify the vacancy applied for will not be considered.
 - An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>).
 - Only short-listed candidates will be contacted for an interview.
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