



PERDANA UNIVERSITY (DU026)

JOB DESCRIPTION

Position : Counsellor
Reports To : Registrar
Department : Registrar's Office

Duties and Responsibilities

1. Providing counselling and clinical services to students experiencing psycho- sociological problems that could be potentially disruptive to their successful academic, interpersonal and campus adjustment.
2. Assisting students in learning new and more effective ways to cope with stress and disappointment, resolve conflicts, deal with specific problems or habits, and manage their lives.
3. Providing consultation and advice to campus staff, faculty and family members to assist in dealing with students who have emotional problems.
4. Facilitating referral to other professional (e.g.: psychiatrists) for the treatment of students who are experiencing a wide range of problems, that are over the limit of Counselling areas.
5. Providing opportunities that enable students who may be experiencing personal, social or educational problems to work towards becoming more effective in their lives within and outside the institution through consultation and guidance session.
6. Assisting and supporting students with the transition to university life.
7. Providing developmental/preventative programs and activities that assist students to become more effective and resourceful in their personal, social and academic lives.
8. Providing support to students before, during and after examination period through emails, live session and phone calls.
9. Preparing Standard Operating Procedure (SOP) and other related documents for MQA purposes.
10. Preparing and updating counselling documents and forms related to sessions.
11. Keeping records and storing confidential documents (client's profile, session notes, informed consent etc.) while ensuring its safety.
12. Producing annual reports of counselling sessions and presenting the reports to the Registrar
13. Planning and managing annual budget for Counseling Unit.
14. Preparing a conducive and appropriate setting for counselling/guidance session while assuring the confidentiality of its clients.
15. Planning for marketing (through brochures, flyers, emails and personal contacts with students) to advertise the services offered by Counseling Unit to students.
16. Doing surveys and research on student's needs, so as to improve the counselling services.
17. Providing guidance and consultation to campus staff on psycho-sociological problems.
18. Developing the highest level of professional standards to ensure delivery of high

quality, cost-effective counselling and psychological services to students.

JOB REQUIREMENT

- Minimum Master's degree in Counselling/Psychology or related disciplines
- Relevant working experience with youth/students is an added advantage
- 5 – 6 years' experience in career and university guidance
- A member or eligible membership of the Lembaga Kaunselor Malaysia

This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.