

**Job Title:** Work-Study Student – Kilgore College Counseling Center

**Department:** Counseling & Student Support Services

**Location:** Devall Student Center, 2<sup>nd</sup> Floor

**Employment Type:** Federal/Institutional Work-Study (Part-Time)

**Supervisor:** Lori George-Richard, Coordinator of Counseling, LCSW

**Position Summary:**

The Mental Health Counseling Work-Study Student assists the Counseling Department in supporting student wellness initiatives, administrative functions, and outreach efforts. This position provides hands-on exposure to the operations of a college counseling center while helping promote mental health awareness and access to campus resources. Students will work under the supervision of licensed counseling professionals and staff.

**Essential Duties and Responsibilities:**

- Provide front-desk and administrative support for the Counseling Center.
- Assist with scheduling appointments and maintaining confidential student records in accordance with HIPAA & FERPA regulations.
- Greet and direct students seeking counseling, & other KC departments.
- Support mental health outreach programs, workshops, and campus events.
- Help prepare educational materials related to stress management, mental wellness, and student support services.
- Assist with data entry, filing, and general office organization.
- Maintain confidentiality and professionalism when interacting with students and staff.
- Assist counseling staff with program logistics and resource coordination.
- Promote campus mental health resources, as assigned.

**Learning Opportunities:**

Students participating in this work-study position may gain experience in:

- Counseling office operations in a higher education environment
- Mental health program coordination and outreach
- Professional communication and student support services
- Confidentiality and ethical standards in counseling settings
- Event planning and mental health awareness initiatives

**Minimum Qualifications:**

- Must be eligible for Federal or Institutional Work-Study funding.
- Currently enrolled student at Kilgore College.
- Strong customer service skills.
- Strong interpersonal and communication skills.
- Basic computer skills (email, word processing, spreadsheets).
- Ability to maintain confidentiality and demonstrate professionalism.

**Preferred Qualification:**

- Interest in psychology, counseling, social work, human services, or a related field preferred.
- Experience with customer service, peer mentoring, or campus involvement.
- Interest in pursuing a career in mental health or social work.

**Work Schedule:**

- You must be available to work during regular business hours, specifically Monday through Thursday, between 8 AM and 5 PM. The KC Counseling Center does not operate at night or on weekends.
- Flexible schedule, which can be arranged by academic obligations
- Summer semester availability preferred.

**Compensation:**

- Hourly wage in accordance with the college's work-study pay scale and federal regulations.