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Job Title: Student Counselling Specialist

Location: Doha, Qatar

Department Name: Student Affairs

College/Department Profile:

The College of the North Atlantic - Qatar is inviting applications for the position of Student Counselling Specialist. Reporting to the Student Counselling Supervisor, the Student Counselling Specialist must be a proven leader with the skills and expertise necessary to support the department of Student Affairs in fully implementing the College's mission and vision.

College of the North Atlantic - Qatar Profile:

The beautiful and culturally progressive State of Qatar is home to the world-class post-secondary institution, College of the North Atlantic-Qatar (CNA-Q). Internationally recognized as a comprehensive technical college, CNA-Q is committed to high quality, student-centered education. This commitment is reflected through state-of-the-art facilities, accessible and responsive technology programs and strong partnerships with industry.

With more than 600 staff and 2,400 students, CNA-Q is one of Qatar's largest post-secondary institutions offering over 30 diploma programs through student-centred learning. By providing training in a range of technical areas including Engineering Technology, Health Sciences, Industrial Trades, Business Studies and Information Technology, CNA-Q brings the State closer to the goals of Qatar National Vision 2030. Since opening in 2002, CNA-Q has over 5,000 graduates who are proudly contributing to Qatar's knowledge-based economy.

Duties & Responsibilities:

This position requires an energetic and enthusiastic individual who will provide individual counselling services to students experiencing difficulties that may create barriers to their wellbeing and academic success at the College. The incumbent is also responsible to develop and deliver workshops and campus-wide initiatives to raise awareness on issues experienced by students and promote positive mental health.

Candidates should have previous experience of working as a student counsellor in a higher education environment, and possess the qualifications necessary to be successful in the role of Student Counselling Specialist at the College of the North Atlantic - Qatar. The Student Counselling Specialist, reports to the Student Counselling Supervisor and is responsible to support the department of Student Affairs in the following areas:

Operational:

The Student Counselling Specialist is responsible to:



- Provide a high standard of individual counselling, which may involve variety of brief and/or long-term interventions determined in collaboration with the student to meet goals such as academic success, personal growth and development, health and well-being, self-advocacy and empowerment.
- Establish and maintain rapport with students to ensure effective and supportive working relationships offered in a timely manner and safe space.
- Maintain confidential case records in accordance with professional standards and in keeping with college guidelines ensure records are excluded from all other student academic records.
- Participate in regular case consultation in liaison with other counsellors to identify and learn from trends in presenting problems.
- Support and maintain academic support initiatives such as the Peer Tutoring Program and student success workshops to contribute to student academic achievement and professional development.
- Promote positive mental health and well-being through campus-wide initiatives and workshops to raise awareness of issues that students may experience and the support available to them.
- Promote self-advocacy and act as an advocate for and with students on a case-by-case basis by raising student awareness of their rights and responsibilities, college policies and procedures and available resources.
- Provide consultation services to Faculty, Employees, Deans and executive regarding concerns related to student success and well-being.
- Contribute to the development of policies and procedures that impact students and provide advice on student well-being considerations.
- Recommend service improvements and contribute to new procedures to benefit students.
- Provide anonymous data on take-up and feedback of the service for contribution to Student Affairs reporting requirements.
- Adhere to the professional code of ethics in all areas of practice.
- Maintain knowledge and expertise of emerging and current issues in counselling theory and practice through ongoing professional development to ensure students receive an excellent service.

Qualifications

- Masters Degree from an accredited university in Educational Counselling or Education Psychology is preferred; related Masters Degree in Social Work – Clinical focus, Psychology (Clinical or Counselling) will be considered.
- Minimum 3 years of Student Counselling experience in higher education.
- High standard of professional integrity and commitment to academic excellence.
- Demonstrate commitment to work in a team and learner – centered environment.
- Ability to work effectively in a culturally diverse environment through demonstrated intercultural sensitivity and adaptability.
- Excellent interpersonal, communication and presentation skills are essential along with technical writing and document production skills to ensure presentations and documentation meet high quality assurance standards.
- Ability to communicate fluently in English. IELTS score of 7 and above
- Ability to communicate fluently in Arabic is strongly recommended

Required Documents:

Applications should be submitted via our online application portal at <https://careers.cna-qatar.com/en/job-search-results/>. Please complete all application sections and ensure that you attach:

1. A letter of application, concisely outlining your interest in and qualifications for the position;
2. A current curriculum vitae;



3. Any additional documentation that you feel is relevant to your application;
 4. Names and contact information of three referees.
 5. Copy of highest earned credential (successful candidates must provide a recent certificate of conduct as well as original transcripts sent directly to our office from the institution).
- Employment is contingent upon successful completion of the State of Qatar visa process.

Benefits:

1. A Three Year Renewable Contract
2. Internationally competitive income; (salary is commensurate with experience)
3. Furnished accommodation (in accordance with CNA-Q HR policies);
4. Annual air ticket to home country (for employee, spouse and up to 3 children under age 18);
5. Educational allowance for candidate's children in accordance with CNA-Q HR policies.
6. Group health insurance in accordance with CNA-Q HR policies.
7. Annual Leave in accordance with CNA-Q HR policies

How To Apply:

See our website <http://www.cna.nl.ca/careers/> or <https://careers.cna-qatar.com/en/job-search-results/> to apply.