



Job Description

Position Title	Counsellors (two positions available)
Department/School	Campus Life and Welfare Development
Reports to	Manager Campus Life and Welfare
Supervises	None
Position Level	Band 2 (GSS)
Purpose Of the Role	The position is to provide guidance and counselling services to students and staff, develop and implement campus counselling programs that enhance student success, monitor students to identify those with social problems, low self-esteem or disabilities, schedule counselling sessions, and collaborate with parents, teachers and senior management to implement strategies for enhanced social, personal and academic development within each faculty, department and training Centre.
Detailed Roles & Responsibilities	
Service Delivery	• Planning and organising sports programs and events • Providing support and guidance to participants • Promoting student engagement and participation in sports • Facilitating communication about schedules, updates, and events • Collaborating with internal departments and external partners • Monitoring and evaluating program effectiveness
Quality	• Responsiveness and support for participants and staff • Effective organisation and planning of programs and events • Ensuring safety and regulatory compliance • Clear and strong communication skills • Leadership and proactive initiative-taking

	• Efficient resource and budget management • Promotion of inclusivity and diversity • High-quality and successful program delivery
Team work	• Collaboration and sharing of responsibilities • Flexibility and adaptability to team needs • Active participation in team activities and meetings • Contributing ideas and solutions • Supporting team goals and objectives • Conflict resolution and problem-solving skills
Administration	• Effective record-keeping and documentation • Managing schedules and deadlines • Organising meetings and appointments • Handling correspondence and communication • Maintaining accurate data and files • Budgeting and financial management • Implementing policies and procedures
Qualification & Experience	A Postgraduate or Bachelor's degree in psychology, counselling, social work, or a related field Experience in counselling, mental health support, or student services is often preferred • Communication Skills – Strong interpersonal and listening skills to effectively support students. • Ethical & Confidentiality Standards – Knowledge of ethical guidelines and confidentiality policies in counselling Experience • Have compassion skills- empathise with students dealing with emotional or difficult situations. • Have problem-solving skills to address issues related to students and staff. • Experience in counselling. • Have a good command of both oral and written communication skills. • Have good counselling and interpersonal skills.

Key Deliverables	• Provide effective individual and group counselling to promote mental health and emotional resilience. • Conduct workshops, seminars, and awareness campaigns on mental health, stress management, and related topics. • Work closely with academic and administrative units to support student success and well-being. • Promote a positive, inclusive, and stigma-free campus environment for mental health.
Key Selection Criteria (KSC)	1. Relevant Experience • Experience in student counselling, mental health support, or related roles, preferably within an educational setting. 2. Communication Skills • Excellent verbal and written communication skills, with an emphasis on active listening and empathy. 3. Demonstrated Capability • Demonstrated capability to handle emergencies and urgent mental health situations with composure. 4. Counselling Skills • Strong ability to provide effective individual and group counselling tailored to student needs. 5. Sensitivity and Diversity • Ability to work sensitively and effectively with diverse student populations. 6. Professionalism and Record-Keeping

	• A strong sense of responsibility, confidentiality, and attention to detail in handling counselling records
Compliance	• Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements
Terms and conditions	This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies Annual Salary Range: \$ 71,172.26 - \$95,698.65 Annual Leave Entitlement: 20 working days Annual Gratuity: 15% of annual basic salary (paid bi- annually) Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i>  Aruana Runimetu 01/09/2026 Director Human Resources (ag) Date-Approved Additional Comments: