



MOST RECENT CHANGES

Version # 2:

- 1. Policy was given a number by General Counsel and reformatted in accordance with GEN 1.2.
- 2. Organizational numbering was added as per GEN 1.2.
- 3. Made correction to Counselor Job Description, as noted on 11/18/05 approval from R. Carpenter, that Counselor "will report to a director, not a department chair."

I. POLICY PURPOSE

This policy provides position descriptions for Librarians and Counselors including responsibilities, organizational relationships and duties for each position.

II. POLICY STATEMENT

A. Position Title: Librarian

1. Summary Statement of Responsibility

Librarians are responsible for providing reference and research services to students, faculty and staff as well as library instruction, collection development, and curriculum support. Librarians work with all faculty to promote information literacy across disciplines.

2. Organizational Relationship

- a. Librarians report directly and are responsible to the Library Director.
- b. Librarians work most closely with other faculty, staff and administration in the intuition to extend the breadth and depth of information access to our users.

3. Duties

- a. Provides reference and research assistance to students, faculty and staff.
- b. Performs online searching and information retrieval for students, faculty and staff.
- c. Maintains an awareness of current reference techniques, resources, and information networks implementing these to maximize information services.
- d. Coordinates schedules and conducts general library and discipline specific instruction sessions.
- e. Responsible for collection development of both print and non-print materials in assigned areas of specialization. Researches and verifies potential order requests.
- f. Works with all CSN librarians to ensure balanced collection growth and prudent use of CSN library Materials Budget.
- g. Cooperates with other faculty in assigned areas to ensure curriculum support.
- h. Evaluates collections (books, periodicals, A/V items and electronic resources) through regular analysis of reviews from the academic and technical publishers to maintain currency and relevancy of the collections.
- i. Routinely evaluates and assesses library services and programs to ensure compliance with national standards. Develops all strategic planning for library services across all campuses.
- j. Provides input to assist in library webpage design and functionality.
- k. Initiates, facilitates and promotes library services and information literacy across the curriculum.
- l. Attends college, faculty and departmental meetings.
- m. Serves on department, senate and college committees as needed.

- n. Assists library director in planning and conducting departmental business to effectively conduct department activities.
- o. Initiates and maintains relationships with vendors of electronic resources.
- p. Develops related budgets for library activities.
- q. May supervise library classified staff (circulation, document delivery, library support) and adjunct librarians.
- r. Performs other departmental duties as assigned, including reassignment to any campus.

B. Position Title: Professional Counselors

1. Summary Statement of Responsibilities:
Graduate-level counselors are responsible for providing reliable and objective advice and assistance to students in developing their educational goals and occupational and career plans to ensure student success and retention. Counselors identify and assist students in resolving problems that interfere with their educational progress. Counselors clarify information regarding transfer issues. Counselors protect students' identities and preserve the confidentiality of students' records and other written communications.
2. Organizational Relationship:
 - a. Report directly to and are responsible to the Director of Counseling.
 - b. Coordinate and work interdependently with their peers, the Director, the Vice President for Student Services, all Student Services components, all other departments within the College, and their counterparts at all Nevada colleges and universities.
3. Primary Duties:
 - a. Meet and establish a rapport with and provide academic advising and counseling to students and prospective students.
 - b. Utilize results of the placement tests and interest inventories for advising students regarding career options, course selection, and personal interests.
 - c. Provide students with current and accurate information pertaining to all programs and assist new students in the *Students First* process.
 - d. Develop and maintain the new student orientation process.
 - e. Serve as student advocates to mediate issues with other faculty and/or departments.
 - f. Advise students regarding progress towards degree requirements at the 15, 30, and 45-credit mark.
 - g. Empower students with coping skills in time management (balancing school, work, family, etc.), problem solving, stress, test anxiety, etc.
 - h. Complete unofficial transcript evaluations for graduation and provide counseling and advice to students regarding the outcomes.
 - i. Provide transfer information and counseling to students who plan to matriculate at four-year colleges and universities.
 - j. Assure consistent articulation with all Nevada colleges and universities.
 - k. Inform students of current trends in the job market.
 - l. Maintain computer proficiency to access students' records through institutional computer systems (currently SIS and Darwin).
 - m. Provide bilingual counseling and advising to students who may have language, cultural and/or other barriers and differences that may hinder their educational progress. Counseling is also provided, in special sessions, to minorities and other student populations.
 - n. Identify mental health concerns which could imminently affect students' safety, health, and academic success, and work collaboratively with CSN's Counseling and Psychological Services (CAPS) Office in providing mental health support and follow up. Counselors also refer students in need of assessment, psychological counseling and therapy for mental health issues to CAPS.
 - o. Coordinate with CSN's Disabilities Resource Center, Tutorial Services, Writing Center, Career Services, etc., in counseling students with special needs.
 - p. Refer students to private and community agencies for additional services and resources.

4. Secondary Duties (Professional Development):
 - a. Participate in relevant professional development programs to enhance institutional services provided to students.
 - b. Participate in peer evaluations and evaluation of institution programs and services for students including Admissions and Records, Assessment, Financial Aid, Job Placement, Veterans Affairs, Recruitment, and the Disabilities Resources Center.
 - c. Teach Human Services, Study Skills, and other courses.
 - d. Provide supervision and training for counseling interns from four-year colleges and universities.
5. Other:
 - a. Provide accurate and timely information as requested by the college's administration.
 - b. Comply with the agreement between CSN and Nellis Air Force Base to provide on-site academic counseling and advising services to military members, dependents, and retirees.
6. Additional Responsibilities:
 - a. Remain current in college (including other colleges) program changes and changes in counseling, advising, curriculum, assessment and placement theories and practices.
 - b. Attend college, division and counseling meetings.
 - c. Serve on department division, all-college, and system committees.
 - d. Assist the Department Chairperson in planning and conducting departmental and divisional business.
 - e. Assist with college recruitment initiatives.
 - f. Counselors are assigned to CSN's Technical Centers and as online counselors.
 - g. Perform other departmental duties as assigned by Director of Counseling, including reassignment to any campus.

III. PROCEDURE

Not applicable.

IV. AUTHORITY AND CROSS REFERENCE LINKS

This section provides links to the current State laws, the NSHE Board of Regents Handbook, or CSN By-Laws that are applicable. Do not copy the content into the policy; just provide the appropriate links.

[Signatures appear on next page]

V. **DISCLAIMER** (Include in All Policies)

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. **SIGNATURES**

CCSN Update

Section: Faculty

Number:

Title: Librarian and Counselor Job Descriptions

Policy Effective Date:
November 14, 2005

Approved:

Richard Carpenter
CCSN President

November 18, 2005
Date

Faculty Senate Recommendation

Faculty Senate Recommendation Unnecessary

Recommended Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)

Darren Divine
Faculty Senate Chair

November 14, 2005
Date

Comments: by Richard Carpenter

Librarian Job Description: Approved

Counselor Job Description:

- will report to a "director", not a department chair

VII. **ATTACHMENTS**

Attachment A – History

Attachment A - HISTORY

- Version 2:
 - 04/16/2013: Revision Submitted by General Counsel (R. Hinckley)
 - Policy was given a number by General Counsel and as per GEN 1.2.
 - Organizational numbering was added as per GEN 1.2.
 - Made correction to Counselor Job Description, as noted on 11/18/05 approval from R. Carpenter, that Counselor “will report to a director, not a department chair.”.
- Version 1:
 - 11/18/05: Approved by CSN President Richard Carpenter
 - 11/14/05: Submitted by Faculty Senate Chair (D. Divine)