

Counsellor

Department:	Student Services	Competition #:	26-F-06
Campus:	South – Windsor	Classification:	Academic
Posting Type:	Internal/External	Salary Range:	Commensurate with qualifications and experience
Status:	Contract August 17, 2026 to April 30, 2027	Closing Date:	Wednesday, August 5, 2026 at 4:30pm
Presentation Required:	Yes	Start Date:	Mid- August

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

The responsibilities of St. Clair College Counsellor include, but are not limited to:

Reporting to the Director, Student Services, the Counsellor primary responsibilities include:

- Provide academic, educational, accessibility and career counselling and support to registered students;
- Make referrals to appropriate community resources as required;
- Represent the Student Services department on Campus and College committees;
- Provide educational support to students (may include developing accommodation plans and arranging for assessments and other services intended to support students' academic success;
- Act as a resource concerning accessibility matters to the campus;
- Respond to issues including but not limited to: Clinical diagnoses; mental health conditions and disorders; abuse, assault and harassment; ethno-cultural diversity; gender; and accessibility.
- Assist faculty and others in serving identified students
- Interpret admission test results and make recommendations; and
- Participate in College recruitment efforts

The ideal candidate will meet or exceed the following qualifications:

- An appropriate Master's degree (e.g. Counselling, Social Work, Psychology or Education);
- A combination of five years of recent and relevant work experience at the post-secondary level;
- Knowledge of psychometric assessment instruments is considered an asset;
- A proven record of adhering to professional and ethical standards, confidentiality, privacy legislation (PHIPA, FIPPA, etc.) and an understanding of the expectations of the Ontario Human Rights Commission and the Accessibility for Ontarians with Disabilities Act;
- Superior verbal and written communication and interpersonal skills, critical thinking and problem solving skills;
- Excellent organizational and time management skills;
- Self-motivated and independent worker who also functions well in a team environment;
- Commitment to diversity and equity are essential to interact effectively with the College's diverse student and staff population;
- Understanding of the Ontario community college system;
- Flexibility in adapting to change and in participating in consultative decision-making processes

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system: <https://intranet.stclaircollege.ca/human-resources/job-application-form.html>. We do not use artificial intelligence (AI) to screen or assess applicants nor do we request or collect personal information beyond what is needed for the application process. Candidates can confirm the legitimacy of any job posting by checking the St. Clair College careers website.

Canadian work experience is not a requirement. Candidates with non-North American credentials must provide a [World Education Services \(WES\)](#) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to [WES](#). Offers of employment require a completed evaluation from [WES](#).

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.