

## JOB DESCRIPTION

### STUDENT WELL-BEING COUNSELOR

JOB DETAILS			
<b>Position Title:</b>	<b>Student Well-being Counselor</b>	<b>Grade</b>	
<b>Department/Division:</b>	<b>Student Affairs</b>		
<b>Reports to:</b>	<b>Associate Director of Student Affairs</b>		
<b>Supervises:</b>	<b>None</b>		
<b>Last Updated on:</b>	<b>March 10, 2026</b>		

#### Job Purpose

This position aims to support student success throughout their journey at the university by providing professional mental health / wellbeing support and counselling services to students.

#### Main Duties and Responsibilities:

- Provide individual and group counselling services to a culturally diverse undergraduate and graduate student population that includes intake evaluations, mental health interventions, treatment follow-up, and appropriate referrals.
- Conduct initial evaluations that cover a variety of student concerns, complete and maintain clinical documentation (including, but not limited to, intake evaluations, clinical progress notes for individual, group, and crisis intervention sessions, psychiatric referrals, and suicide risk assessments) in a thorough and timely manner.
- Develop and deliver mental health outreach, educational programming such as and not limited to workshops and trainings to various stakeholders (faculty, staff and students).
- Develop and implement policies and procedures regarding student wellness and mental health within the University.
- Assist students with referrals for special needs assessments (People of Determination included).
- Assist with developing the Special Accommodations policy and procedures as required in addition to serving on relevant Special Accommodation Committees.
- Assist in University accreditation and re-licensing through proper documentation, reporting and the creation and development of counseling policies, procedures and self-assessment reporting as required.
- Engage in campus committees, working and task groups are required.

#### **Required Minimum Qualifications**

- Master's Degree in mental health counselling, clinical psychology or social work from an accredited university
- Bilingual speaker with fluency in English and Arabic
- Licensed by Dubai Health Authority (DHA) and/or Community Development Authority (CDA)
- Specialization in CBT (Cognitive Behavioural Therapy) preferred
- Experience in autism spectrum issues preferred

- Although serving a primarily hearing population, having an understanding and willingness to familiarize with Deaf culture to support the deaf and Hard of Hearing (HoH) student population
- Confidentiality and discreteness required with student mental health information
- Minimum of three-to-five years of higher education work experience
- Excellent communication and interpersonal skills
- Exceptional organizational, planning and multi-tasking skills
- Ability to represent the university in a professional manner

**APPLICATION PROCEDURE:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu) and include the following items in your application:

- Subject line must include the source, your name and position you are applying for;  
(Name – Student Well-being counselor)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at [www.dubai.rit.edu](http://www.dubai.rit.edu).