

JOB DESCRIPTION OF FEMALE ASSISTANT WARDEN

About OPJU	Founded by the Jindal Education and Welfare Society, OP Jindal University (OPJU) was set up to bring high quality education to its students based on a world class curriculum, the latest teaching methodology and committed faculty members. The multidisciplinary university aims to develop young professionals and future leaders who will not only power growth and development in the state, but also make a mark globally.
Industry	Higher Education
Post/ Job Title	Students Counsellor (Female Preferred)
Job Type	Regular
Reporting to	Registrar
Job Location	Punjipathra, Raigarh (CG)
No. of Position	One (01)
Role	The role of a Student Counsellor is vital in supporting students' academic, emotional, social, and psychological well-being. The counsellor plays a key role in creating a positive and inclusive campus environment by guiding students through personal challenges, academic stress, career concerns, and overall personal development.
The role comes with the following Responsibilities	<p><u>Student Counseling & Support:</u> Provide individual and group counselling to students dealing with academic stress, emotional challenges, behavioral issues, adjustment problems, and personal concerns. Offer a safe, confidential, and non-judgmental environment for students.</p> <p><u>Mental Health & Well-being:</u> Promote mental health awareness and emotional well-being among students through workshops, seminars, and awareness programs. Identify students requiring special attention and provide timely intervention or referrals to specialists when needed.</p> <p><u>Academic Guidance:</u> Assist students in managing academic pressure, time management, study skills, motivation issues, and exam-related stress. Work closely with faculty and academic departments to support students' academic success.</p> <p><u>Career & Personal Development Support:</u> Guide students in identifying personal strengths, career interests, goal setting, and decision-making. Support holistic personality development and life skills enhancement.</p> <p><u>Crisis Intervention:</u> Handle student crises such as emotional distress, anxiety, depression, or other psychological emergencies. Coordinate with university authorities, medical professionals, and parents/guardians when required, ensuring student safety and well-being.</p> <p><u>Collaboration & Coordination:</u> Work closely with faculty members, hostel wardens, administration, and student support services to address student-related concerns effectively. Maintain proper documentation and reports while ensuring confidentiality.</p> <p><u>Student Engagement & Outreach:</u> Conduct orientation sessions, counselling awareness drives, and interactive programs to encourage students to seek guidance and support. Build trust and rapport with students to foster an open support system.</p> <p><u>Policy Compliance & Reporting:</u> Follow university policies, ethical guidelines, and professional counselling standards. Maintain records, reports, and data related to counselling activities as per institutional requirements.</p>
Eligibility Criteria (Education & Experience)	<ul style="list-style-type: none"> • Education: A Master's degree in Psychology from reputed Institution/University. • Minimum 0–3 years of relevant experience in student counselling, preferably in an educational institution. • Fresher's with appropriate qualifications and training may also be considered. • Excellent communication skills – Verbal & Written.
Salary & Benefits	Salary is not a constraint for the deserving candidate, and other benefit like medical insurance, gratuity, GPAI etc. as per the norms of the University.