

Post Name**Student Counsellor – Psychological & Emotional Well-Being****Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

The position will focus on helping students manage emotional, psychological, behavioural, interpersonal and academic challenges; strengthening resilience and coping skills; facilitating early identification of mental health concerns; and supporting a safe, inclusive and psychologically healthy campus environment.

The Counsellor will also contribute to institution-wide preventive mental health and well-being initiatives, awareness programmes and stress-management interventions, in accordance with applicable regulatory requirements and institutional policies.

Roles & Responsibilities

- Provide confidential one-to-one counselling and psychological support to students experiencing academic, emotional, behavioural, interpersonal and personal challenges.
- Support students in managing examination stress, anxiety, low mood, adjustment difficulties, relationship concerns, peer pressure, self-esteem issues and other common student-related concerns.
- Conduct initial psychological assessments and identify students requiring further intervention, specialized care or referral.
- Develop appropriate counselling goals, intervention plans and follow-up mechanisms based on individual student needs.
- Provide timely psychological first aid and crisis intervention to students experiencing acute emotional or behavioural distress.
- Assess immediate safety and risk and initiate appropriate escalation and referral procedures in accordance with University protocols.
- Coordinate with the University's medical emergency services, designated campus responders and authorized medical professionals during mental-health emergencies.
- Facilitate referrals to psychiatrists, clinical psychologists, hospitals or other specialised professionals whenever required and within the limits of the Counsellor's professional scope.
- Conduct workshops, awareness programmes and group sessions on stress management, emotional resilience, examination anxiety, mental-health awareness, healthy relationships, coping skills and emotional regulation.
- Conduct structured sessions on emotional well-being and stress management as part of the University's Foundation Course and student orientation programmes.
- Develop and implement preventive mental-health and student well-being initiatives across the campus.
- Promote awareness and appropriate utilization of counselling and psychological support services among students.

Qualification

- Work collaboratively with Student Services, faculty members, academic departments and administrative personnel to strengthen the University's student-support framework, while maintaining appropriate confidentiality.
- Provide guidance to faculty and designated staff on appropriate approaches for supporting students with emotional or psychological concerns, without disclosing confidential counselling information.
- Maintain accurate, confidential and secure counselling records in accordance with professional ethical standards, institutional policies and applicable legal requirements.
- Ensure that individual counselling information remains restricted to authorized personnel and is disclosed only where professionally, legally or ethically justified.
- Maintain appropriate documentation of counselling sessions, interventions, referrals and follow-ups.
- Prepare periodic non-identifiable and aggregated reports on counselling services, student well-being trends, Programme participation and outcomes.
- Provide relevant aggregated data and reports to the Director (Administration) and IQAC for institutional planning, quality improvement, accreditation and regulatory requirements.
- Support the development, implementation and periodic review of University policies and protocols relating to student mental health, counselling, crisis intervention and well-being.
- Identify emerging student well-being concerns and recommend appropriate preventive or institutional interventions.
- Maintain professional boundaries, ethical standards and a non-judgmental, inclusive and student-centred approach in all interactions.
- Maintain appropriate professional development through relevant training, workshops, supervision and continuing education.
- Contribute to creating a safe, supportive, inclusive and psychologically healthy campus environment.

Master's Degree (M.A. / M.Sc.) in Counselling Psychology, Psychology, Applied Psychology, or a closely related discipline from a recognized institution.

Candidates with relevant professional qualifications, training or certifications in counselling, psychotherapy, student counselling or psychological intervention will be preferred.

Where the role involves activities legally or professionally restricted to a particular category of mental-health professional, the candidate must possess the requisite statutory/professional registration or licence, as applicable.

Experience

- **Minimum 2–3 years of relevant professional experience** in counselling or psychological support.
- Experience in a **higher education institution, University, college, school, residential campus, youth-support setting or comparable student-focused environment** will be preferred.

Skills

- Demonstrated experience in individual counselling, crisis intervention, workshops and preventive mental-health programmes is desirable.
- Strong counselling and active-listening skills
- Sound understanding of adolescent and young-adult psychological concerns
- Crisis identification and basic risk-assessment skills
- Ability to maintain professional confidentiality and ethical standards
- Strong interpersonal and communication skills
- Empathy, emotional maturity and a non-judgmental approach
- Ability to conduct workshops and group sessions
- Good documentation and report-writing skills
- Ability to work collaboratively with academic, medical and administrative stakeholders
- Ability to maintain appropriate professional boundaries
- Strong understanding of referral pathways and multidisciplinary student support

Director (Administration)

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

Reporting

Remuneration

The salary shall have following components -

- A. The core salary
 - B. PF as per applicable statutory norms
 - C. Gratuity as per the prevailing laws
 - D. Annual increment based on performance evaluation conducted under the **Performance Management System (PMS)** policy.
- Group Mediclaim Insurance Policy and Group Personal Accident Policy
 - Treatment at GSFC Medical Center on applicable terms

Other Benefits

Selection Procedure

Stage 1 - Written Ability Test

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. The committee will assess the content at the time of selection procedure.

Stage 2 –Personal Interview

Tenure of Appointment

Location

Interviews of the short listed candidates will be conducted by the committee members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).

The appointment shall initially be for a period of **one year**, which may be extended/renewed based on satisfactory performance, institutional requirements and the University's prevailing rules and policies.

Vadodara, Gujarat.