

VERMONT TECH

July 27, 2016

POSITION ANNOUNCEMENT

- Position: Academic Support Counselor
VSC Grade 11, VSC-UP PAT Bargaining Unit, Exempt
Full - time; Ten (10) months; Monday-Friday. Grant-funded position.
- Location: Randolph Center Campus
- Compensation: Within the VSC grade 11 salary range; VSC-UP benefits package.
- Responsibilities: Provide counseling, academic monitoring and advising, and other supplemental support for students who are academically at risk.
- Provide a wide range of counseling and academic monitoring for students not fulfilling program expectations.
 - Advise students in academic jeopardy (including study strategies).
 - Develop and facilitate group workshops for students and staff as needed.
 - Participate in supervising mentors in Peer Mentor Program.
 - Assist students in identifying, and provide referrals for appropriate legal, medical, and child care services.
 - Confer regularly with Director of Center for Academic Success (CAS) and other CAS members staff, Student and Residence staff, Health Center staff, faculty and other college personnel, as well as individuals outside the college, including parent, medical professionals and others to plan, coordinate and evaluate activities/services, exchange information, make referrals, investigate and resolve problems.
 - Maintain appropriate records of participants' progress and achievements.

- Maintain tracking and reporting systems for TRIO grant requirements.
- Participate on councils and committees as appropriate.

Qualifications:

Master's degree in counseling, psychology or student personal services, plus one to two years of relevant experience or a combination of education and experience from which knowledge and skills are acquired. Mental Health counseling licensure or licensure in process OR Guidance certification of licensure in process preferred.

- Demonstrated experience with and sensitivity to college students, principally the economically and educationally disadvantaged.
- Excellent counseling skills.
- Familiarity with development education, academic and personal needs assessment and evaluation.
- Experience with academic counseling.
- Experience with individual and group counseling.
- Ability to deal effectively with other college personnel as well as parents and service providers in carrying out the various coordinating, liaison and advocacy aspects of the job.
- Valid driver's license.

Starting Date:

August 15, 2016 or as soon as possible

Application
Deadline:

Applications will be reviewed until the position is filled. However, applications received after the first screening will be considered at the discretion of the college. **Incomplete application materials will not be considered.**

To Apply:

Submit a **mandatory** Vermont Tech employment application, with resume and cover letter to: jobs@vtc.edu. Employment application available on the VTC website www.vtc.edu .

NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.