Cisco College is accepting applications for the position of Counselor for Allied Health and Technical Programs. Minimum qualifications for this full-time position include a Master's degree in counseling or a related field with experience working in a college setting, good organizational skills, effective verbal and written communication skills, and the ability to work collaboratively as a team member. Applications will be accepted until the position is filled. (Please scroll down to review the complete job description for the position.) The position will be posted until filled.

The position will be based at the Abilene Educational Center of Cisco College. It is a 12-month position, plus benefits. Resume packages will be accepted via email, fax, and USPS, but email is preferred.

Please note: A complete application package must include a letter of application, completed Cisco College Application, resume/CV, Philosophy of Education, and unofficial copies of transcripts. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Counselor (Allied Health/Technical Programs)
Reports to: Dean of Counseling
Classification: Faculty Schedule
Last Reviewed: 12/12/2014

Job Summary

Responsible for assisting students with enrollment process, providing program/course advisement, assisting with testing and placement, providing career counseling, and providing limited personal counseling. Services are extended to students enrolled locally or in distance learning opportunities through the college.

The Counselor will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines.

Primary Duties

1. Assist the Enrollment Office in the admission and matriculation of prospective students.
2. Provide counseling and administrative services to Perkins IV Program and technical program students, including maintaining current degree and certificate plans on technical programs.
3. Advise academic/technical students and prospective students on course selection and scheduling with respect to their Texas Success Initiative status, their chosen degree, field of study and/or certificate plan. Keep current information on university programs and transfer requirements.
4. Evaluate Student Transcripts
5. Assist students with the graduation application process; submit final degree/certificate plans and graduation applications to Enrollment Services Office.
6. Assist in training faculty advisers in respect to the Texas Success Initiative and Cisco College advising policy and procedures.
7. Assist students with career testing, planning and counseling.
8. Assist in the administration of the Texas Success Initiative (TSI Assessment) or other exams that require proctoring.
9. Assist in the planning and implementation of orientation programs.
10. Counsel students on personal issues and make referrals as needed.
11. Assist the recruitment efforts of Cisco College by visiting and providing information at area schools and community outreach events when requested by the Dean of Counseling.
12. Assist the Office of Student Success Programs as needed.
13. Assist in annual goal setting and evaluation of counseling services.
14. Serve and participate on college committees as assigned.
15. Other duties as assigned.

Qualifications

1. Experience developing, organizing, and implementing programs or projects.
2. Excellent written and verbal communication skills.
3. Ability to work collaboratively with others.
4. Experience facilitating student development.
5. Master’s Degree in Counseling or related field.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.