



Job Posting

Counselor (Allied Health/Technical Programs)(Abilene)

Date Posted: 4/18/2024

End Date: Until Filled

The **Counselor (Allied Health/Technical Programs)** position is 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.

A full job description is listed separately. This is a full time position with a generous benefit package. Benefits are listed on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at www.cisco.edu), cover letter, resume, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission, as incomplete packages will be returned unprocessed.*

Complete resume packages may be submitted to the following address or email:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employee

CISCO COLLEGE

Job Description

Job Title: Counselor (Allied Health/Technical Programs) (Abilene)

Reports to: Director of Academic Support

Classification: Faculty Schedule

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. Provide support for health science programs and program directors including short program presentations, application meetings, completing degree plans, participating in the specialized program application and interview processes, serve on advisory committees, assist in updating program webpages, and reviewing course schedules.
5. Evaluate Student Transcripts
6. Assist students with the graduation application process; submit final degree/certificate plans and graduation applications to Enrollment Services Office.
7. Assist in training faculty/other advisors in respect to the Texas Success Initiative and Cisco College advising policy and procedures.
8. Assist students with career testing, planning and counseling.
9. Assist in the administration of the Texas Success Initiative (TSI Assessment) or other exams that require proctoring.
10. Assist in the planning and implementation of orientation programs.
11. Provide limited counseling for students regarding personal issues, making referrals as necessary.
12. Assist the recruitment efforts of Cisco College by visiting and providing information at area schools and community outreach events when requested by the Director of Academic Support.
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.