Job Posting

Academic Counselor/Disability Services Coordinator (Cisco Campus)

Date Posted: September 7, 2022
Posting End Date: Until Filled

Cisco College is accepting applications for the position of Academic Counselor/Disability Services Coordinator. A Master’s degree in Counseling, Psychology, Sociology, Social Work, Education or related field is required. An applicant should possess experience facilitating student development and supporting qualified students with disabilities; excellent written and communication skills; experience developing, organizing, and implementing programs or projects; and strong interpersonal and communication skills. (Please scroll down to review the complete job description for the position.)

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with $5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions.

The position will be based at the Cisco Campus of Cisco College. The position will be posted until filled. Resume packages are received via email, fax, and USPS, but email is preferred.

Please note: A complete resume package must include cover letter, completed and signed Cisco College Application (located on the “Jobs” page of our website under “Forms”), resume, unofficial copy of transcript. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

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 Employer
Cisco College
Job Description

Job Title: Academic Counselor/Disability Services Coordinator
Reports to: Director of Academic Support
Classification: Faculty Schedule

Job Summary
Responsible for providing advisement, assisting with testing and placement, career counseling, conducting an
advising/orientation program, and providing limited personal counseling services for all students.

The Counselor/Disability Services Coordinator 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, Cisco College
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 College 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. Advise academic/technical students and prospective students on career pathways and scheduling with respect to their Texas
Success Initiative status, their chosen degree, field of study and/or certificate plan.
3. Keep current information on university programs, transfer requirements, and job opportunities
4. Schedule College/University Transfer Recruiter campus visits
5. Evaluate student transcripts
6. Assist students with the graduation process; submit final degree/certificate plans graduation applications to the Enrollment
Services Office.
7. Assist in training 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 the College advising and orientation program.
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 to dual credit students and at area
schools and community outreach events when requested by the Director of Academic Support or Provost.
13. Assist in annual goal setting and evaluation of counseling services.
14. Assist in developing and maintaining CLNA in order to promote viable career pathways.
15. Serve and participate on college committees as assigned.
16. 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 and supporting qualified students with disabilities.
5. Master’s Degree in Counseling, Psychology, Sociology, Social Work, Education 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.

Reviewed: 3/23/2021
Updated: 3/23/2021