Cisco College is accepting applications for an exciting opportunity as a Dual Credit Academic Counselor. The position is based at our Abilene campus and requires a Master’s degree. The position is a full-time, 12-month position with benefits. Please scroll down for a detailed Job Description. Completed Staff Applications will be accepted until the position is filled. Resume packages are received via email, fax, and USPS, but email is preferred.

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 Optional Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

Please note: A complete resume package must include a cover letter, completed and signed Cisco College Application, resume, and transcript. (Cisco College Application is located on the “Human Resources” page of the website under “Employment” at www.cisco.edu.) Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Resume packages should be submitted 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: Dual Credit Academic Counselor
Reports to Director of Dual Credit Programs

Job Summary:

The Dual Credit Academic Counselor provides a broad spectrum of support services to high school students, as well as partner ISDs and College faculty and staff. These services include but are not limited to developing pathways, services, and strategies designed to enhance and increase the high school student dual enrollment programs and transition to the postsecondary environment. The Dual Credit Academic Counselor is also primarily responsible for providing advisement, assisting with registration, and aligning high school and college pathways.

The Dual Credit Academic Counselor is 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 work harmoniously with College personnel and the public. All Cisco College personnel are expected to follow College policies, rules, regulations, and guidelines that relate to this position.

Primary Duties:

1. Coordinates dual credit enrollment, early admissions and registration functions with local high school students for technical and academic pathways to college; works with the Director of Dual Credit Programs to develop, improve, and implement college processes to support dual credit and institutional enrollment and service goals.
2. Works closely with ISD personnel including counselors, coordinators, and principles to establish course schedules, exchange student and school information, and ensure appropriate course selections for schools and students.
3. Works closely with ISD counselors and coordinators to facilitate student retention and prioritize core, certificate, or degree progress; works with the Director of Dual Credit Programs to provide training for ISD counselors and coordinators on college programs, pathways, and services including coordination with educational service centers whenever possible.
4. Develops, facilitates and/or presents workshops designed to support students transitioning to college courses; coordinates with Academic Support personnel to provide these workshops and info when applicable.
5. Provides information and services to prospective students of the College to include college preparedness, academic advising, registration in courses, counseling, and student activities.
6. Maintains current knowledge of Texas Higher Education Coordinating Board rules pertaining to the Texas Success Initiative, course transferability, dual credit, Texas College Bridge, and college prep.
7. Maintains current knowledge of Texas Education Administration programs including PTECH and CTE pathways.
8. Maintains a relationship with the instructional divisions at the college, high school personnel, and dual credit faculty.
9. Represents the College and disseminates appropriate information about the College to prospective students and other interested parties.

10. Works with the Registrar/Director of Admissions in implementing, maintaining, and using the electronic data system to identify and recruit students, to track and communicate with students during the application process, and to assist applicants in the admissions and registration process.

11. Works cooperatively to provide appropriate data for purposes of reporting, institutional research, and institutional effectiveness.

12. Maintains ongoing contact and good public relations with high school and college students and staff.

13. Works with the Director of Dual Credit Programs to keep college administrators, staff and instructors informed of relevant issues relating to high schools and dual credit students; keeps high school personnel informed of relevant issues relating to dual credit students and the college as outlined in the high school partner MOU.

14. Organizes and trains high school observers and facilitators to ensure effectiveness of these support roles for the high school and the college; works collaboratively with and is cross-trained by Distance Education related to Canvas access for observers and facilitators.

15. Monitors student progress and maintain student records.

16. May travel periodically or as necessary with the Director of Dual Credit Programs to partner ISDs.

17. Performs all other duties as assigned.

**Minimum Qualifications**

1. Master’s Degree in Counseling or related field.
2. Excellent interpersonal skills and demonstrated professionalism.
3. Excellent verbal and written communication skills.
4. Ability to gain new technological skills as may be required by changing technology.
5. Ability to maintain confidentiality.
6. Willingness to innovate and engage a varied student population, including communication and outreach in all formats, individually and in groups.

**Preferred Qualifications**

1. Higher Education teaching or counseling experience.
2. Dual credit experience at the college and/or high school level.

For candidates who do not meet the minimum qualifications, a combination of education and related experience in advising and/or counseling will be considered.