



**Job Posting: Health Sciences Advisor/Counselor (Abilene)**

Date Posted: 1 May 2026  
Posting End Date: Until Filled  
Projected Start Date: ASAP

**Cisco College Mission & Purpose:** The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve. Cisco College maintains an open-door admissions policy and provides an array of educational programs offered at two primary locations, Cisco and Abilene, in addition to many off-campus sites. Cisco strives for an institutional culture of innovation, collaboration, faculty and staff empowerment and recognition, and an openness to change that underscores our commitment to a shared mission and vision.

**Cisco College Core Values:** Cisco College facilitates **student success** by ensuring open-door access to diverse educational opportunities, embracing innovation and best practices, and providing effective student support. Cisco College insists on **excellence** in our programs, instruction, services, management, and learning environment.

**Cisco College Guiding Principles:** Learning, Respect, Integrity, Communication, Cooperation, Joy, and Innovation.

**Health Science Advisor/Counselor's Role:** The Advisor/Counselor is responsible for working with the Health Sciences Counselor and coordinating with other counselors and academic support departments and personnel to support prospective and enrolled health sciences students. The Advisor/Counselor must understand the requirements of the College's health care pathways. The Advisor/Counselor will accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. The Advisor/Counselor should 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. Short-term, personal counseling is also a duty for qualified Counselor candidates.

**Health Science Advisor/Counselor's Team:** The Advisor/Counselor is a partner to the Health Sciences Counselor to support prospective and enrolled health science students. The Advisor/Counselor collaborates and coordinates with the Dual Credit office to assist dual credit staff and partner schools and with the other academic support departments including counseling, Veterans Services, Career Services, and Testing Services. The Advisor/Counselor may travel and work in conjunction with the College recruiter(s) and the Academic Support Specialists for events, student meetings, and campus tours. The Advisor/Counselor reports to the Director of Academic Support.

**Health Science Advisor/Counselor's Responsibilities:** The Advisor/Counselor duties fall into four primary categories with an emphasis on supporting students as they consider, apply, enter and successfully complete health care career pathways.

**Prospective Students**

- Communicate with prospective students regarding health science career pathways 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, transfer requirements, and job opportunities.
- Assist students with access to career services, testing, planning and counseling.
- Assist in the planning and implementation of the health sciences advising and orientation programs and resources.

**Supporting dual credit health care career pathways**

- Assist the Dual Credit office in providing health care pathway information and resources to dual credit students and partner high schools.
- Assist dual credit seniors transitioning to full-time enrollment in health sciences programs.
- Visit partner school events as a representative of the health sciences programs.

**Supporting Health Sciences recruitment**

- 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 or VPI.

**Supporting retention and success efforts for high-risk health science student cohorts**

- Assist in annual goal setting and evaluation of counseling services.
- Assist in developing and maintaining the Perkins CLNA in order to promote viable career pathways including providing input in the development of and participating in strategic outreach and activities.
- Serve and participate on college committees as assigned.
- Other duties as assigned.

**Essential Qualifications and Experience Required for the Health Science Advisor/Counselor:**

- Experience developing, organizing, and implementing programs or projects.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with others.
- Comfortable with public speaking and engaging.
- Experience facilitating student development and supporting qualified students with disabilities.
- Bachelor's Degree in Counseling, Psychology, Sociology, Social Work, Education or related field required for the Advisor position. A Master's Degree in Counseling, Psychology, Sociology, Social Work, Education or related field preferred for the Counselor. Candidates currently pursuing a Master's degree are welcome to apply for the Counselor position.

**Posting and Application Details:**

The Advisor/Counselor is based at the Abilene campus of Cisco College and is a full-time, 12-month position.

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. Member-only medical coverage and \$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.

Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve-month employees also receive both sick and vacation leave on a month-to-month basis.

**Resume packages should be submitted to:**

Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
254-442-5121  
[humanresources@cisco.edu](mailto:humanresources@cisco.edu)

**Resume packages must include all of the following:**

Cover letter  
[Cisco College application](#)  
Resume or Curriculum Vita  
Teaching or Leadership Philosophy  
Unofficial college transcripts

**Cisco College is an Equal Opportunity Employer**