



Position Vacancy Announcement

Posting Date: October 7, 2009

Position Title: **STUDENT RETENTION COUNSELOR**

Hiring Range: \$32,580 - \$37,467

Level 12

The student retention counselor collaborates with other community college programs and staff to facilitate adult learning by developing, implementing, and providing encouragement to adult literacy students. Through collaboration with other college faculty and staff, the counselor informs the students of the opportunities available to them and provides students with basic information about their current learning status and all the college credit and workforce development opportunities available to them. In addition to retention related counseling, the Student Retention Counselor provides academic advising to incoming students. The Student Retention Counselor reports to the Dean of Basic Skills & Human Resource Development Programs.

Minimum
Qualifications:

Required:

- Bachelor's degree in Guidance or Career Counseling or a related degree such as Community Agency Counseling, Human Services, or Social Work
- Demonstrated commitment to improving the socio-economic status of adults through education
- Knowledge of counseling techniques as related to education
- Demonstrated leadership skills
- Experience in testing and academic advising, especially with adults and disadvantaged students
- Demonstrated technology skills: All Microsoft applications
- Demonstrated public speaking skills
- Must be able to work a flexible schedule
- Ability to interact effectively and professionally with a diverse student population
- Demonstrated understanding of and respect for individuals of diverse backgrounds
- Understanding of the comprehensive community college philosophy
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees
- Ability to work effectively in a team and without close supervision
- Ability to plan work, set priorities and to distinguish between the important and the urgent
- Demonstrated excellence in written, oral, and interpersonal communication skills

Preferred:

- Direct experience with CASAS testing and NCCCS Basic Skills programs

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- Fluency in a foreign language, preferably Spanish

Duties and
Responsibilities:

DUTIES:

- Provides support, guidance and direction to students in a variety of situations and environments
- Advises students in areas of admissions requirements, program requirements, admission status and the transition from adult literacy programs into community college or workforce development programs or into jobs
- Determines student eligibility through the interpretation and evaluation of CASAS, TABE, WorkKeys or Practice GED scores for proper classroom placement
- Counsels and provides advice to students regarding scheduling to ensure that GED, AHS requirements as well as future goals and objectives are met
- Monitors student progress and achievements; identifies academic and related problems, and provides guidance and advice as warranted
- Serves as a liaison between students and faculty in an attempt to equate and meet the needs of both students and instructor
- Refers students to appropriate outside community agencies as for guidance and support;
- Coordinates internal support services including transitioning to curriculum and OE programs, tutorial services, etc
- Provides faculty training on student learning needs, teaching strategies and learning styles
- Provide placement assessments and advisement for students as needed
- Treat others respectfully, speak to others courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate
- Act as a team player when working with any and all employees of the College
- Serve on institutional committees as appointed by the President
- Attend state-level meetings as required
- Perform other duties as assigned by the Dean of Adult Literacy/Human Resources Development

Application
Deadline:

Interested and qualified individuals must submit (1) a letter of interest addressing each of the qualification statements, (2) an official Randolph Community College application, (3) a resume, (4) college transcripts (copies will suffice for initial screening; however, official copies will be required if hired), and (5) names, addresses, and phone numbers of five professional references to the address below. Only complete application packets will be considered. Position open until filled.

Contact:

Human Resources Office
Caitlin Thompson
humanresources@randolph.edu
Randolph Community College

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PO Box 1009
Asheboro, NC 27204

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