
POSITION VACANCY ANNOUNCEMENT

Evening Counselor

General Description of the Position:

The Counselor, under the authority of the VP for Student Services, is responsible for counseling students and will serve as the evening counselor for the college.

Responsibilities and Duties of the Position:

1. Assist current and prospective students with career development and planning by using the resources available in the RCC Career Center.
2. Provide personal and social counseling to students requesting such assistance and initiate referrals to other professionals and agencies when appropriate.
3. Guide prospective students through the admissions process which includes receiving applications, placement test administration and interpretation, reviewing curriculum offerings, and providing essential information concerning the college's admission policies.
4. Provide information and assist students who plan to transfer to another school after completing their educational goals at RCC.
5. Provide counseling and career related services to students enrolled in selected vocational education programs.
6. Assist with the RCC Ambassadors.
7. Participate in registration and orientation activities as assigned.
8. Represent the college at recruitment activities as assigned.
9. Attend professional development activities as requested/approved by the VP for Student Development.
10. Other duties. (Willingness to accept and fulfill additional assignments.)

Minimum Education and Experience: Master's degree in counseling or student development required. Testing and career development experience or coursework in statistics/research and career development required. Experience in a college student development setting preferred. National Board Certification or NC Registered Practicing Counselor Certification preferred.

Knowledge, Skills, and Abilities: Understanding of and commitment to the unique nature and role of the community college and the open door policy. Ability to understand the nature and needs of individuals at all levels of development.

Position Available: February 1, 2012. Application review begins February 1, 2012. To apply: the RCC Application and copies of college transcripts must be received prior to consideration. Incomplete packets will not be considered. Successful applicant must pass a criminal background check.

Salary: RCC Salary Schedule 26A, (\$ 52,404 annually), Full-time. Hours are Monday-Thursday, 11:00 a.m. until 9:00 p.m.

Contact: Human Resources
Richmond Community College
PO Box 1189, Hamlet, NC 28345
Phone: (910) 410-1804 or (910) 276-3331
Fax: (910) 582-7028
E-mail: agclark@richmondcc.edu

Richmond
COMMUNITY COLLEGE

Equal Opportunity Employer
