



POSITION ANNOUNCEMENT

Position: Career Technical Education Counselor

Job Description: Southwest Mississippi Community College has an opening for a full time Career Technical Education Counselor. The Counselor's primary role is to assist students in understanding their choices for post-secondary education and career training. The counselor will work collaboratively with administrators, student services personnel and teachers to ensure the delivery of career and workforce development services. This position reports to the Associate Vice President for Career Technical Education.

Duties and Responsibilities: Include but are not limited to:

- Advises, schedules, and monitors students' progress in Career Technical education programs.
- Counsels, refer, and links students to appropriate services offered at the College.
- Provides a positive role model for the students, especially in areas of caring, advocacy, respect for self and others, collegiality, ethical behavior, ethical reasoning, and strong work ethic (including responsibility, dependability, and accountability) and provides constructive feedback to students.
- Serves as a liaison between school, students, and business/industry.
- Coordinates the recruitment and orientation of students.
- Serves as a liaison/consultant for schools in our district.
- Consults students who may be having problems in their major of both their strengths and their deficits or problems in a timely manner and works with students to identify ways to improve their performance.
- Participates in advising of students regarding program requirements, career prospects, and college-wide issues; maintains appropriate office hours.
- Compiles placement and enrollment data for all CTE programs.
- Collects and compiles Health Care Assistant program applications, schedules students, and sends status letters, etc.
- Maintains records, compile data, distribute material/resources and completes student forms and applications such as graduation applications, withdrawal forms, forms/letters requested by students.
- Performs other duties as may be assigned.

Salary: Based on education and experience.

Qualifications: A Bachelor's degree and current in any Career and Technical Education Program Area OR a Master's degree in School Counseling or Career Counseling and a clear teaching license as a school counselor. One year of work experience related to business, industry or labor within the past five years OR one year as a coordinator of work-based learning in a Career Technical Education program OR one year work experience in school counseling.

Evaluation Criteria: SMCC will use the following to evaluate each applicant:

1. Application and supporting credentials
<http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>
2. Cover Letter and Resume
3. Transcripts (only if applicant is selected by the screening committee for an interview)
4. Personal interview (only if applicant is selected by the screening committee for an interview)

Contact: Send application, cover letter, resume, and transcript to Becky Newman, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3841, Fax: 601-276-4331, Email: bnewman@smcc.edu.

Application Deadline: July 9, 2018

Nondiscrimination Statement: Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Brent Gregory, Vice President for Student Affairs and Title IX Coordinator, 601-276-3732; SMCC, 1156 College Drive, Summit, MS 39666.