

## POSITION VACANCY

August 14, 2015

Name of position:	Counselor (Career Services)
Applications accepted through:	September 4, 2015
Effective date of employment:	October 1, 2015
Length of employment:	Full-time, 12 month position
Salary range:	\$35,342 - \$44,178

### Position requirements:

A Master's degree in Counseling or a related field is required with at least three years of experience in career services. Experience in a college setting and with students of diverse backgrounds is preferred. The successful individual must be a self-starter and able to adapt to diverse situations.

The candidate must possess strong written and interpersonal skills, organizational skills, and the ability to manage time, prioritize work and handle multiple tasks simultaneously. The individual must possess a strong work ethic; the ability to work as a team member with minimal supervision; and the ability to maintain confidentiality of student records in compliance with the Federal Family Rights and Privacy Act (FERPA). The candidate must have excellent customer/student service skills in working with constituencies across the institution including staff at all levels, faculty, students, and committees.

### Position duties:

Primary responsibilities include individual and group counseling services that support students in their career needs; maintaining a career library of materials and resources; career assessment and interpretation; workshops and classroom presentations on topics related to career services; serving as informational resource to faculty and staff concerning career services; maintaining confidential student files. Additional responsibilities include assisting with regular counseling processes such as placement test interpretation, acceptance interviews, registrations, and academic counseling.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

**INSTITUTION:** *Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

**APPLICATIONS:** *Submit an original Wayne Community College [employment application](#) and all support materials, including copies of transcripts of all post-secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*