

POSITION VACANCY

July 30, 2015

Name of position:	Counselor/Transition Coach - Basic Skills
Applications accepted through:	August 14, 2015 or until filled
Effective date of employment:	September 1, 2015
Length of employment:	Full-time, 12 month position
Salary range:	Commensurate with experience

Position requirements:

A Master's degree in Counseling or a related field is required with a minimum of three years' experience in counseling or advising students at a high school or college level with an emphasis on student success, retention, graduation, post-secondary education, and workforce preparedness. 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 a diverse population.

Position duties:

Responsibilities include serving as the primary counselor for Adult High School and High School Equivalency students. This position will provide individual and classroom coaching to enhance student growth and progress, and be responsible for developing and implementing innovative strategies for improving student retention, transition into post-secondary education and into the workforce. This position will serve as a student advisor, teach new student orientation classes as well as other classes as they pertain to transitioning into higher education. The qualified candidate will also assist with program marketing and recruitment efforts.

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 may be downloaded from our website at www.waynecc.edu. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*