Counselor for Career and Disabilities/Title III Project Director -- Position #GA120

Position Description

The Counselor for Career and Disabilities/Title III Project Director will provide career, academic and personal counseling to WCC students serving as the primary contact for WCC’s disability services and Career Center. This position will also coordinate and manage the Title III grant; work collaboratively with other college staff to provide information and assistance to students in areas related to program planning, financial aid processes, scholarships, tutoring, and other services which enhance student retention as well as monitor, intervene and follow up with academic alert through the colleges Early Academic Alert System, SAILS.

Job Responsibilities

- Serve as the primary contact for service region high schools for WCC’s disability services;
- Evaluate student eligibility for disability services and collaborate with college faculty and community agencies to ensure that necessary accommodations are provided;
- Identify and promote the use of appropriate assistive technology in an effort to equalize learning;
- Proper interpretation and application of the Americans with Disabilities Act;
- Conduct inventories and assessments for students to assist in determining learning preferences and personality types;
- Provide personal counseling, coordinating with local Community Service Board and Rehabilitative Services for outreach activities;
- Provide academic counseling and advising including interpretation of placement testing, curriculum planning, and registration;
- Monitor, intervene, and follow up with students who have an academic alert raised by faculty through the college’s Early Academic Alert System – SAILS;
- Provide career assistance and supervise the WCC Career Center;
- Work collaboratively with other college staff to provide information and assistance to students in areas related to program planning, financial aid.
processes, scholarships, tutoring, and other services which enhance student retention;

- Collaborate with faculty, administrators, and campus departments to identify, define and meet student career planning and placement needs, goals and objectives;
- Provide assessment, career counseling approaches for changing student populations including minority students, non-traditional and returning students;
- Oversee the development and maintenance of internet applications and databases that support and deliver career services to students;
- Facilitate workshops that address employment related competencies as needed;
- Maintain a database of customer outcomes;
- Maintain Title III Grant budget;
- Manage/disburse stipends related to faculty involvement in program review processes;
- Manage grant funding for faculty and staff professional development;
- Coordinate with college personnel to provide budget management, reconciliation of program expenditures, and submission of required reporting of grant fund expenditures to the US Department of Education and college business office personnel; and
- Coordinate and convene Title III steering committee meetings and semi-annual reviews with external evaluator visits;

As a member of the college staff/family your role encompasses the general areas of student support, personal and professional development, and institutional and community citizenship/service. Primary responsibilities are listed above and other duties include, but are not limited to:

1. Be available, approachable, and accessible to students through posted office hours, electronic communication, or other appropriate methods.
2. Serve as academic advisor to students in a proactive manner to assist in retention and program completion.
3. Serve on college committees as assigned.
4. Submit required college reports and forms in a timely manner.
5. Maintain professional relationships with students, colleagues, and community members.
6. Participate in system/college/departmental professional development activities and attend meetings and/or committees created to facilitate professional growth and development.
7. Experience and evidence of commitment to the philosophy of the community college, student success, and academic excellence.
8. Excellent interpersonal and communication skills.
9. Knowledge and proficiency of computer applications/software as aids in the teaching and learning process.
11. Assume other duties as assigned.
The successful candidate may be assigned to provide services on-campus and/or at the college’s off-campus and regional centers – Summit Education Center in Marion and/or the Crossroads Regional Entrepreneurial Institute (CREI) in Galax, VA.

This faculty ranked, grant restricted position requires frequent evening and some weekend hours. This grant will expire September 2016.

**Required Qualifications**

- A master’s degree from an accredited college or university in Counseling;
- Excellent oral and written communication skills;
- Ability to work cooperatively as a member of a team and in a professional manner;
- Ability to relate to a diverse student population;
- Ability to problem solve, make decisions, and manage conflict; and
- Be eager to learn new skills and apply new technologies.

**Preferred Qualifications**

- Knowledge of academic programs;
- Experience working with students in a higher education setting and with students with disabilities;
- Demonstrated skill in managing a budget; and
- Ability to effectively use computer software and spreadsheets.

**This position will report to the Dean of College Success and Student Development.**

**Application Process**

Interested persons are required to apply by using the on-line application process through the Virginia state-wide job listing at [https://virginiajobs.peopleadmin.com](https://virginiajobs.peopleadmin.com). Applicants are also required to include a cover letter, current resume or CV, and an unofficial copy of college transcripts along with the application submittal. Only complete application documentation will be considered; partial submissions will not be considered. If there are multiple transcripts, combine all transcripts into one file before uploading. Application documents will be received until the position is filled; however an initial review of the applicant pool will occur on August 3, 2015.

Persons with disabilities requiring assistance should contact 276 223 4700.
The individual selected will be subject to a criminal history/sex offender background check and e-verify for employment eligibility as a condition of employment.

Any questions regarding application document submission can be directed to HR@wcc.vccs.edu. Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see the list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.