
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Counselor

Educational Talent Search

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadburn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. Masters degree in counseling from a regionally accredited institution
2. Work experience in counseling students in the areas of career development, administration and interpretation of assessment instruments and financial aid advisement
3. Demonstrated computer skills
4. Excellent oral and written communication skills
5. Demonstrated organizational skills and the ability to be a self-starter
6. Ability to work evenings and occasional weekends
7. Willingness to participate in professional development activities
8. Commitment to the community college "open door" philosophy and the comprehensive community college concept

Preferred Requirements for the Position

1. Work experience as a counselor with TRIO middle and high school students
2. Work experience with economically disadvantaged students

Purpose and Function of the Position

Under the direction of the Director of Educational Talent Search, the Counselor is responsible for performing the following functions:

1. Conducts informative and motivational workshops in area middle and high schools to recruit participants
2. Provides individual and group counseling to participants
3. Provides career and academic advisement, administers and interprets academic and career assessments
4. Provides information on financial aid and assists students in applying for financial aid
5. Prepares and documents accurate information on participants as required by the Department of Education
6. Establishes and maintains positive relationships with target area schools
7. Encourages qualified participants to complete secondary school and enroll in a post-secondary institution

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8. Assists with planning college visits and cultural experiences for participants
9. Performs other duties as assigned by the Director of Educational Talent Search and Vice President of Student Development and Technology Services

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience and labor market. This position is to be filled by December 1, 2009.

A completed Southeastern Community College application, a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Review of applications will begin on October 23, 2009. Deadline for receipt of applications is 5:00 p.m. on Monday, November 2, 2009. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P. O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310.

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