MASSASOIT COMMUNITY COLLEGE

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Massasoit Community College - Part-Time TRIO Counselor (UP Counselor Trio)

About Massasoit Community College:
We at Massasoit Community College pride ourselves in our tradition of excellence and in our historic mission of accepting all who desire to learn. We are dedicated to creating a challenging and supportive environment where the members of our community can attain their educational and personal goals. We encourage all to take responsibility for their learning, to discover their potential, and to achieve their ambitions. Massasoit Community College is solidly committed to diversity, equal opportunity, and affirmative action in the development of its policies, programs, procedures, and practices. Our mission, vision, and values emanate from the principles of diversity and opportunity for all.

In accordance with the American College and University President's Climate Commitment, it is our goal as educational leaders to demonstrate a strong commitment to sustainable practices through highly visible efforts. All staff must demonstrate a commitment to energy conservation and environmental stewardship and promote those values to co-workers and the wider campus community.

Job Description:
The TRIO Counselor is responsible to the Director of TRIO for carrying out his/her assigned tasks. The Counselor will be responsible for providing a variety of counseling and learning opportunities at MCC that will support students seeking to earn their associate degree and/or transfer to four-year educational institutions. The Counselor will also conduct workshops specifically designed for TRIO students.

Essential Duties:

1. Provide counseling, career guidance, advising and referral services to assist TRIO students preparing for career and/or transfer to a four-year institution. Provide assistance that will contribute to the full development of the student's potential.

2. Student advising includes aiding the student in interpreting and understanding college policies and practices. Provide assistance in connecting and applying to colleges, serving as an advocate for the student through this process. Advise on transfer requirements including courses and programs. Interpret college entrance assessments. Set up and lead field trips to four-year colleges and other cultural enrichment/enhancement activities.

3. Liaison with other college and educational institutions to ensure TRIO students successfully complete the college graduation and/or transfer process. Track progress for admissions, financial aid and connect with appropriate resources such as disability services and other TRIO programs.

4. Connect with other campus resources and offices on campus to ensure student is on path to graduate or transfer.

5. Lead workshops for TRIO students designed to facilitate college awareness and skills for after graduation and/or transfer.

6. Design and revise workshops by identifying appropriate learning outcomes and course content. Design instructional materials, i.e. handouts, PowerPoint, and other workshop materials.

7. Develop evaluation process that assesses student progress and achievement of learning outcomes.

8. Adhere to accountability guidelines by preparing and submitting required reports and student records.

9. Participate in planning and contribute to the continuous improvement and development of effective learning environments.

10. Conduct oneself in a manner that is professional and proper for a counselor/faculty member. Contribute to the positive values of cooperation and coordination within the TRIO program and college as a whole.

11. Perform other related duties as assigned.

Required Qualifications:
Master's degree preferred in education, counseling, social work, adult education or related area. Prior experience in teaching, working with low income, first-generation and/or non-traditional college students needed. Experience in college admissions, transfer advisement, academic advisement, financial aid, career development, assessing student skills and with TRIO programs is desired. Must exhibit training, sensitivity and commitment to the needs of youth and adults from disadvantaged backgrounds.

Additional Information:

Hourly Rate: $26.86 an hour, Part Time, Non-Benefited MCCC position

Hours:18 hours per week, 12:00 pm – 6:00 pm Monday, Wednesday, & Thursday

Application Deadline: November 17, 2015

Application Instructions:

Please apply online with a cover letter and resume here:
https://massasoit.interviewexchange.com/jobofferdetails.jsp?JOBID=65548

<u>Please Note</u>: Faxed, emailed, or mailed in resumes and/or materials will <u>NOT</u> be accepted. Due to the high volume of applications we receive, we are unable to provide individual feedback on application statuses. Please refrain from contacting the hiring manager and/or hiring department via phone, email, fax, mail, third person party or vendor and in person. Failure to comply, may result in application withdrawal.

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Title IX Coordinator, Yolanda Dennis, Office of Institutional Diversity, 508-588-9100 X1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu, or the College's Affirmative Action Officer, Donna R. Boissel, Human Resources, 508-588-9100, X1505, Brockton Campus, Administration Building, Room 233, dboissel@massasoit.mass.edu , the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Women, Minorities, People with Disabilities and Veterans are encouraged to apply.