



MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
COUNSELOR
(Community College Professional 19) - Full-Time, 12-month, Tenure Track
Projected Start Date – July 2017

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Middletown and Meriden CT
Hours: **35 hours per week**
Salary: \$68,419 with excellent medical insurance, retirement and related fringe benefits.
Closing Date: May 12, 2017

Knowledge, Skills and Abilities: The Counselor is accountable for participating in and contributing to the development of sound programs for guiding and counseling the College's students in academic, personal, career, and social progress at both the Middletown and MxCC@Platt locations. Major functions of this position include counseling students on appropriate academic courses; conducting transfer advising; and advising assistance with other transfer initiatives; establishing and maintaining relationships with external college and university representatives to ensure adequate resources are available for students with regard to transfer opportunities and initiatives; oversees the GAP program and other transfer initiatives such as the annual transfer fair, on-going mini transfer fairs and pre-nursing transfer presentations; conducting seminars and orientation sessions for students on academic, career, and personal strategies, including assessment, career exploration, availability of community resources, and consultation services; assist with admission, registration, and graduation; assist with institutional efforts to assess students' developmental needs and initiate programs designed to meet those needs; provide self-development courses for students who lack the basic skills for suitable job placement and/or who need and desire specialized knowledge and skills to become more effective as individuals and as employees and employers; provide crisis counseling, intervention and referral services for students; interpret and evaluate the results of assessments and interviews to determine appropriate courses of action to assist students in academic, personal and social situations; provide guidance and recommendations to faculty and staff on strategies of optimum assistance to students; participate with faculty in instructing courses and workshops in such areas as relativity of academic course work to career opportunities or cross-cultural issues.

General Experience: Master's degree in counseling or a closely related field together with from two to five years of experience in a professional counseling capacity. Experience with the full spectrum of professional counseling theory, techniques and methods; experience with personality, academic and occupational assessment instruments, their administration and interpretation; experience in crisis counseling and intervention; experience with career and academic development; well-versed in information technology literacy skills; excellent oral and written communications; and experience with diverse populations. Driver's license required for travel to and from Middletown campus and MxCC@Platt in Meriden

Special Experience: Preferred qualifications include experience working with community college students of varying abilities; an understanding of the mission of the community college; ability to respond to and work with multiple constituencies, experience with career development theory and career exploration processes and experience with instructional applications and presenting to large groups.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents typically perform their work in offices, conference rooms and lecture facilities.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER; M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011.