



Counselor - ASAP - Accelerated Study in Associate Programs  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=228108>

Downloaded On: Sep. 1, 2024 12:28am

Posted Dec. 22, 2023, set to expire Dec. 7, 2024

<b>Job Title</b>	Counselor - ASAP - Accelerated Study in Associate Programs
<b>Department</b>	Vice President for Student Affairs
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Dec. 22, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Counseling Services
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Bufferalo/Counselor---ASAP---Accelerated-Study-in-Associate-Programs_J0001967">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Bufferalo/Counselor---ASAP---Accelerated-Study-in-Associate-Programs_J0001967</a>

**Apply By Email**

**Job Description**

**Department:**Vice President for Student Affairs

**Salary/Hourly:**\$49,066.00 Annual

**Union/Position Status:**FFECC NTP FT

**Posting Closing Date:**January 1, 2024

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

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This means any applications must be submitted by 11:59 PM the evening before.

**JOB DESCRIPTION**

**DISTINGUISHING FEATURES OF THE CLASS:**

**Under general direction of an administrator, the incumbent is responsible for professional counseling of college students to assist them in meeting their educational goals; supervision is exercised over clerical assistants. Counselors may be assigned duties in an area of specialization, such as —Admissions, Retention, Student Access Center (Disabilities), Educational Opportunity Program (EOP), Bi-lingual Services, Personal Counseling, etc.—with duties specific to that specialization. On each campus, a Counseling Chair supervises the activities of Counselors. Counseling Chairs will collaborate with Directors, as deemed necessary, reporting to the Associate Vice President Student Affairs. Does related duties as required.**

**TYPICAL WORK ACTIVITIES:**

- Counsels students in areas of personal and academic areas so they can succeed in pursuit of their educational goals;
- Counselors will make referral to outside services as deemed necessary; provide reports and follow ups as needed;
- Holistic counseling of students from prospects to admissions, through graduation/transfer and employment;
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Prepares case study material and correspondence; assists in collection of vocational material and college catalogs for transfer students;

- Prepares student material for various review teams;
- Meets with and confers with faculty, department heads, chairs and administration in an effort to assist students in solving their problems;
- Attends staff meetings, may attend professional conferences or in-service training;
- Assists with orientation program or testing;
- Assists with research and development for institutional growth;
- Counselors may collaborate with Academic Units.

**TYPICAL WORK ACTIVITIES WHEN ASSIGNED TO ACE/ASAP:**

Under general direction of an administrator, the incumbent will act as a member of an integrated college team providing individual academic and personal support to an assigned group of community college students as they progress through the program. The incumbent will assist students to overcome financial, academic, and personal obstacles to increase timely graduation rates. The ACE program features include a consolidated block schedule, small class size and required full-time study. The incumbent will be responsible for providing comprehensive advisement and career development services.

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Delivers comprehensive advisement support services to an assigned group of students through degree completion;

- Reviews student progress and tracks student use of academic support services;
- Conducts regular outreach to faculty and other college staff as needed to support student success;
- Maintains accurate tracking data and notes for each assigned student, recommending appropriate referrals and opportunity programs;
- Supports annual recruitment of new students into the program;
- Organizes periodic special events and programs for students, faculty and staff;
- May conduct or support delivery of student seminars on issues of importance to students.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of counseling techniques and procedures; good knowledge of educational methods and theory; ability to counsel effectively; ability to motivate students effectively; ability to get along well with others; ability to relate empathetically to needs of students; sound professional judgement; initiative and resourcefulness; industrious and dependability; physically capable of performing the essential functions of the position with or without reasonable accommodation.

**MINIMUM QUALIFICATIONS**

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Graduation from a regionally accredited four (4) year college or university with a Master's Degree in Counseling, Student Personnel Services or a related subject and two (2) years of counseling or advising experience.

**SPECIAL REQUIREMENTS:**

- Strong understanding of the needs of freshmen and transfer college student
- Demonstrated ability to work both independently and as part of a team
- Demonstrated ability to work well with faculty and administrators
- Willingness to work evenings and weekends as needed.
- Strong organization, project management and facilitation skills
- Ability to enter, monitor and interpret student data accurately
- Excellent written and oral communication skills
- Strong computer skills, particularly Microsoft Office (Access); and aptitude to learn new systems as needed.

**Official transcripts will be required for successful candidates within 30 days of hire.**



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Contact Human Resources at (716) 851-1840 with any questions.

***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***

**Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

**Civil Rights Compliance Officer**

Human Resource Department

North Campus

6205 Main Street



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Williamsville, NY 14221

(716) 851-1844

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**