

**Counselor - Student Access - Grant  
Erie Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=249267>

Downloaded On: Apr. 1, 2025 11:56pm

Posted Nov. 20, 2024, set to expire Apr. 4, 2025

<b>Job Title</b>	Counselor - Student Access - Grant
<b>Department</b>	Student Access Center
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Nov. 20, 2024
<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 - Student Affairs Administration - Counseling Services
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/South-Campus---Orchard-Park/Counselor----Student-Access_J0002290">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/South-Campus---Orchard-Park/Counselor----Student-Access_J0002290</a>

**Apply By Email**

**Job Description**

**Department:**Student Access Center

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

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

**Posting Closing Date:**December 20, 2024

Applications must be submitted by 11:59 PM the evening**before the posting closing date.**

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

## **JOB DESCRIPTION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Under general direction of 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;
- 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;

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- Assists with research and development for institutional growth;
- Counselors may collaborate with Academic Units.

### **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:**

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:**

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

Individual will be responsible for reviewing confidential medical records and educational accommodations/plans. Must have experience in working with ADA, academic Accommodations, experience in Mental Health preferably in a college setting

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



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***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

Williamsville, NY 14221

(716) 270-5735



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*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**