

Counselor (Reg FT, 12-Month)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260512>

Downloaded On: Aug. 5, 2025 11:35am

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

Job Title Counselor (Reg FT, 12-Month)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Aug. 1, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Counseling Services

Apply Online Here <https://apptrkr.com/6416657>

Apply By Email

Job Description

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Counselor (Reg FT, 12-Month)

Position Title: Counselor (Reg FT, 12-Month)

Department: Counseling Services

Campus: South Campus, South Campus

Additional Information: This position will remain open until filled. However, in order to ensure consideration for an interview, please submit your completed application, cover letter, and resume by no later than August 8, 2025. The College cannot guarantee that application materials received after

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this date will be considered or reviewed.

Transcripts: Applicants must electronically attach scanable unofficial transcripts when applying to this posting.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option:Fully In-Person (May be subject to change)

Work hours (for hourly positions):Standard College hours are Monday - Friday, 8:30 am - 4:30 pm; Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary Grade:Criteria within the collective bargaining agreement determine the position rank of non-

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teaching faculty. Based on the established rank, the salary range is between **\$42,549- \$47,105** for **10-month non-teaching** positions and **\$53,186 - \$58,881** for **12-month non-teaching** positions. Ranking is determined by **educational level** and **specific relevant experience**.

Job Category: Faculty/Counselor/Librarian/Ed Tech/Academic Advisor

Employment Type: Regular Full-Time

Job Slot: 2360, 2268

Job Open Date: 7/24/2025

Job Close Date: Open until Filled

General Summary: Provide support services to students including those with special needs through admissions, crisis, academic, career, transfer, and personal counseling. May refer students to various College offices and/or outside agencies to meet individual needs of students.

Requirements:

Master's degree in counseling, social work, counseling psychology, counselor education or school psychology and two-year's counseling experience required. Counseling experience in higher education preferred.

Degrees must be from an accredited institution.

Duties:

1. Assess needs and provide individualized support and programming to help a diverse student body reach their short and long term transfer, career, and academic goals.
2. Provide individual and/or group counseling on issues related to transfer, career and academic concerns.
3. Actively participate in onboarding activities to promote enrollment and retention of new students.
4. Provide academic advisement as stipulated in the AFT Contract for students through all steps of the enrollment process, including selecting a major and selecting courses that relates to transferring to a 4

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year college or university.

5. Coordinate and administer career inventories and other diagnostic assessments; interpret entrance tests, career inventories and psychometric tests. Work collaboratively with and provide referrals to appropriate campus offices related to student retention efforts and/or mental health therapy.
6. Develop programming and initiatives for students in alignment with the JED College model.
7. Provide personal counseling to promote self-growth and resilience in an academic setting.
8. Assist, when needed, with student crisis counseling to provide an initial assessment and referrals to mental health therapy or external resources.
9. Provide referrals to outside community resources and college constituents.
10. Coordinate Transfer Fairs, college visits, and transfer programming.
11. Serve with College Cares and BIT teams to provide follow-up and referrals for students.
12. Develop and implement proactive intervention, support and retention programs for at risk students.
13. Attend meetings/training to stay current on College procedures, policies, and practices.
14. Participate in special programs that support the inclusion of all student populations.
15. Serve on campus and/or college committees.
16. Prepare and submit reports, as requested.
17. Provide input in the preparation of the operating and capital budgets.
18. Perform other related duties as assigned...

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available [here](#)

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To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1789>

Contact Information

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

Contact

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Community College of Allegheny County

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