



Mississippi Gulf Coast Community College

Notice of Vacancy

Location of Position: **GEORGE COUNTY CENTER - Lucedale, Mississippi**

Position Available: COUNSELOR	Classification: <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Hourly
Date Position Available: August 1, 2009	Salary Scale: Salary based on experience and education

Qualifications & Experience:

MANDATORY: (M1) Master's Degree which includes twenty-four (24) semester hours of graduate guidance courses, **OR Master's Degree in counseling, Student Personnel, or related field from a regionally accredited institution of higher learning (must provide official transcript)** **(M2)** Minimum of two (2) years of teaching and/or related work experience in areas such as employment counseling, academic counseling or human relations **(M3)** Excellent in written and interpersonal communication skills **(M4)** Familiarity with Internet, e-mail, and word processing functions

DESIRABLE: (D1) Work experience in a community college counseling setting **(D2)** Demonstrated experience with Microsoft Office and BANNER software programs **(D3)** Five (5) years or more of teaching and/or related work experience in areas such as employment counseling, academic counseling or human relations

The College:

The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Applied Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline

For additional information on the position, contact:

Dean Belton, Ph.D.
George County Center
P. O. Box 77
Lucedale, MS 39452
(601) 766-6421
dean.belton@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

Until Filled

Mail all documents to: **Human Resources Office**
P.O. Box 609
Perkinston, MS 39573
E-mail: human.resources@mgccc.edu

Job Listing Web Address: www.mgccc.edu

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.

FORM B - Revised 02/09



JOB DESCRIPTION

CAMPUS: George County Center
JOB TITLE: Counselor
DEPARTMENT: Student Services

General Statement of Function: This position is directly responsible to the Administrative Dean. The incumbent is responsible for counseling and advising prospective and currently enrolled students. The incumbent is an integral part of and provides support for all functions of the George County Center.

Specific Duties and Responsibilities:

1. Counsel and advise students in matters related to their programs of study.
2. Maintain a positive, professional environment with time flexibility for multi-tasking.
3. Provide limited personal counseling to students and making referrals to community resources when appropriate.
4. Provide information to potential students about admission requirements and other general information related to college offerings.
5. Provide/coordinate/assist with orientation programs, placement testing and advisement during pre-registration, final registration, and late registration periods.
6. Maintain a registration system for all students to ensure a fair and smooth process for the student. (Maintain a waiting list for all programs.)
7. Assist/participate/coordinate campus-wide student retention and recruitment efforts with recruiting activities in coordination with MGCCC Institutional Development.
8. Handle difficult situations with positive and professional composure at all times.
9. Serve as an active member of appropriate campus and college committees as appointed.
10. Serve as a team member of the George County Center and work with all members to insure that the public is served in a pleasant and accommodating atmosphere.
11. Serve as a leader in the implementation of the student WEB Services and other technological programs currently utilized by the College and those planned for the future.
12. Attend appropriate conferences, workshops and seminars to facilitate professional development.
13. Make time available for individual and group counseling interviews that pertain to matter of program planning, social-personal and occupational choice of our students. Also provide an occupational information service, as it relates to the college offerings.
14. Be familiar with the Mississippi Gulf Coast Community College Policy Handbook and abide by the policies and procedures outlined therein.
15. Be familiar with the required forms that pertain to the students that are identified as veterans, vocational rehabilitation, WIA, etc., and maintain accurate records of each.
16. Assist in the writing of the annual Local Plan for Career Education.
17. Collect data needed to complete the Initial, Final, and Follow-up Reports in a timely manner.
18. Maintain, administer/interpret all required testing for incoming students (ASSET, TABE, C-PAS, GED, NLN, PAE, etc.).
19. Schedule and participate in the interviews of all health occupational and Apprentice Electric Lineman students.
20. Maintain accurate placement record of all career/technical students and coordinate this with the college placement offices.



21. Maintain individual student files.
22. Serve as a supportive college representative in daily activities.
23. Interview, coordinate co-op activities and maintain applications as appropriate.
24. Assist with the planning and coordination of academic programs (weekend, night, and day classes, etc.) - which includes courses, instructors, schedules, orientation, classrooms, evaluations, etc.
25. Participate in activities and meetings called by the Administrative Dean.
26. Perform other duties that are implied, related and/or recommended by the Administrative Dean.
27. Continuously strive to achieve/maintain the college mission, values, and goals by making a positive difference in people's lives everyday.