

# **DYERSBURG STATE COMMUNITY COLLEGE POSITION ANNOUNCEMENT**

## **Career Development Counselor/Advising Center Director**

Dyersburg State Community College is currently seeking applicants for a full time Career Development Counselor/Advising Center Director reporting to the Assistant Vice President of Academic Affairs. This is a federally funded position with continued employment contingent upon funding.

### **Position Summary:**

This position will provide guidance in all areas of career and life transition including assessment, planning, and decision-making; assistance with job search, cooperative and service learning opportunities; and other counseling services to increase levels of self-efficacy in relation to career choices. In addition, the director will coordinate Advising Center activities, develop and present advising training for faculty and staff, recruit and train faculty as master advisors, design and develop on-line services, and incorporate degree audit software into advising services.

### **Major Responsibilities of Director of the Advising Centers:**

As **Director of the Advising Centers**, responsibilities include supervision and coordination of the Advising Centers to include:

- Working with and in coordination of the various entities of the College to include but is not limited to each of the following:
  - Academic Departments
  - Campus Directors – JNC and Gibson County
  - Admissions and Records
  - Financial Aid
  - Student Services
  - Computer Services
  - Other essential student resources
- Advising students in the Advising Centers
- Attend National meetings and conferences, share Best Practices with college personnel, and implement changes as needed to processes to reflect best practices in academic advising.
- Training and/or retraining of advisors
- Coordinating advising activities to accommodate students, advisors and the College
- Scheduling advisors – Fall Semester, Spring Semester, Summer and Interim periods
- Providing supplies and other activities to ensure continued services for student advising
- Providing the most up-to-date information for the students and advisors relating to student advisement

- Facilitating in new faculty and/or student orientations (student campus days)
- Attending workshops, seminars, conferences and/or institutes related to academic advising

### **Major Responsibilities of Career Development Counselor:**

As **Career Development Counselor** under the direction of the Dean of Student Services, the career counselor will organize, maintain, and operate a career center and will provide a wide variety of career information and materials; and will communicate with students, faculty, and community representatives concerning career planning and transfer information.

- Provide career and transfer college information and assistance to students. Coordinate day-to-day operations and schedule activities, programs and speakers.
- Attend National meetings and conferences, share Best Practices with college personnel, and implement changes as needed to processes to reflect best practices in career counseling.
- Prepare career education materials and conduct career and job skills workshops; assist students in locating and using career information; obtain, organize and display guidance materials, college catalogs, and maintain career bulletin boards.
- Do a one day presentation in ORN 1010 on career research
- Plan, organize, develop and implement career events and prepare letters, flyers, mailers and other materials to publicize Career Center services and resources.
- Develop and maintain a current and comprehensive occupational library including information on careers and career clusters, employment prospects and trends and employment requirements and opportunities.
- Order and maintain a current inventory of Career Center equipment and materials.
- Develop and implement student internship opportunities.
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Education/Training:**

Master's Degree in an appropriate field required.

#### **Background/Experience:**

Three years experience in providing advisement, counseling or related services. Must possess and have interest in serving various student populations; Understanding of Career Development Counseling; Must have 3 years of relevant work experience in counseling; Must have the ability and knowledge commensurate with the requirements for the job.

**Skills/Knowledge/Abilities:**

Career and occupational resources, trends, and opportunities  
Obtain, evaluate and process occupational and career literature  
Must possess the ability to work well with persons from various social, ethnic, and economic backgrounds.  
Excellent oral and written communication skills.  
Good knowledge of computer applications (experiences with Banner).  
Organizing, multi-tasking and the ability to meet deadlines are essential.  
Operate PC's in a windows environment using various office productivity software applications  
Operate modern office equipment and audio/visual equipment  
Work independently using effective public relations skills with little direction  
Plan and organize work  
Meet schedules and time lines

Salary is commensurate with college pay scale. Applications must be received by September 14, 2009.

To apply for this position, send an official DSCC application, cover letter, resume, transcripts, and three current professional letters of recommendation to:

Dyersburg State Community College  
Human Resources Department  
1510 Lake Road  
Dyersburg, TN 38024

