POSITION ANNOUNCEMENT

Special Populations Counselor

Northeast Mississippi Community College is accepting applications for a full-time, ten (10) month Special Populations Counselor.

QUALIFICATIONS:

Required -

- Master’s Degree in Counseling, Social Work, Special Education, Educational Psychology, or closely related field
- Two (2) years experience in personal counseling
- Experience in group counseling
- Strong communication skills, both verbal and written
- Strong organizational and problem-solving skills
- Ability to maintain and foster strong relationships with state agencies and local educational institutions
- Ability to learn student information system software (Banner) and other technologies
- Complete an approved course in History, Philosophy or Principles of Vocational Education during the first year of employment (#314)

Preferred –

- Master’s Degree in Counseling or Social Work
- Five (5) years experience in counseling
- Two (2) years experience in working with disabled students
- Training in Special Education/Disability Awareness
- Knowledge/experience of student information system software (Banner) and other current technologies

APPLICATION DEADLINE: July 26, 2017

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources Officer
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

For further information, contact:
(662)720-7594 or (662)720-7259.

Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college. The Office of the Vice President of Student Services is responsible for the compliance of these policies. The Vice President of Student Services’ Office can be reached by calling 662-720-7235 or by mail: NEMCC Vice President of Student Services, 101 Cunningham Blvd, Booneville, MS 38829.
POSITION: Special Populations Counselor (10 month)

REPORTS TO: Director of Counseling Services

QUALIFICATIONS: Required -

- Master’s Degree in Counseling, Social Work, Special Education, Educational Psychology, or closely related field
- Two (2) years experience in personal counseling
- Experience in group counseling
- Strong communication skills, both verbal and written
- Strong organizational and problem-solving skills
- Ability to maintain and foster strong relationships with state agencies and local educational institutions
- Ability to learn student information system software (Banner) and other technologies
- Complete an approved course in History, Philosophy or Principles of Vocational Education during the first year of employment (#314)

Preferred –

- Master’s Degree in Counseling or Social Work
- Five (5) years experience in counseling
- Two (2) years experience in working with disabled students
- Training in Special Education/Disability Awareness
- Knowledge/experience of student information system software (Banner) and other current technologies

ROLE: To assist in the diagnosis and prescription of developmental courses for academic deficiencies in Career Technical students. To identify students with special needs and work with them to remove obstacles to success in their chosen program of study. To offer personal counseling, career planning and academic support services for students with special needs in Career Technical students. To be the liaison between the student and faculty/staff with dealing with any special population issue.
ACTIVITIES:

- Serve as coordinator/counselor for disabled students
- Advocate and serve as liaison for students with special needs
- Arrange program access for disabled students with such services as: Note takers, interpreters, peer tutoring, readers, individualized testing, assistive technology, and assistance with registration
- Provide career and academic advising for students with special needs
- Counsel with students concerning academic and personal/social matters
- Coordinate efforts with career/technical faculty and staff in identifying students with special needs
- Administer career assessment tests/scales
- Serve as an advisor for a variety of career/technical majors
- Assist students in registering for classes and making schedule changes
- Assist students in withdrawing and in notifying students who are in danger of being cut out of class
- Provide intrusive counseling for students when necessary
- Arrange tutorial or other academic support for special needs students
- Interpret test results for academic advising and career counseling
- Maintain records for reporting purposes regarding career/technical students receiving services
- Follow-up on student’s progress on a regular basis to implement an organized approach to meeting individual needs of students with special needs
- Work with other agencies to secure aid/help for students with special needs
- Assist in planning and conducting summer orientation sessions
- Facilitate independent study course in career exploration
- Perform other duties as assigned
- Attend and support college sponsored activities

NOTE: Job description, role, and activities may change at any time without prior notice.
Notice: This position is funded with Perkins-Federal funds for “Special Populations Personnel.” The intent of the position is to work with students enrolled only in career-technical programs who have academic deficiencies. The individual who is employed should understand that they are subject to audit from State and Federal officials and should maintain a record system reflecting the intent of the funded position.

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; Americans with Disabilities Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college.

Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, age, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college. The Office of the Vice President of Student Services is responsible for the compliance of these policies. The Vice President of Student Services’ Office can be reached by calling 662-720-7235 or by mail: NEMCC Vice President of Student Services, 101 Cunningham Blvd, Booneville, MS 38829.