



# **POSITION ANNOUNCEMENT**

## **COUNSELOR**

*All applicants must complete a Cleveland Community College application and submit copies of transcripts. (Unofficial and photocopies are acceptable. Official graduate and undergraduate copies are required prior to beginning employment.) Applicants should also submit a letter of application explaining their interest in the position and any additional qualifications not listed on the application form. A resume may be attached but is not a substitute for an official College application form.*

Appointment Period: Permanent 12-month position.  
Salary: Based on Cleveland's current salary structure.

### **Position Summary**

The Counselor will provide academic advising, career advising, and individual counseling to students; develop relationships with local community agencies; coordinate an early alert system; and assist with retention initiatives. Position requires day and evening hours; department and college committee assignments; professional development; and other activities. Reports to the Student Success Center Coordinator.

### **Qualifications** *(Show these and related qualifications on application.)*

- Master's Degree in Counseling or Psychology required.
- Five years of experience in counseling required. Higher education experience preferred.
- Ability to communicate effectively with faculty, staff, and students required.
- Workshop presentation experience preferred.
- Understanding and commitment to the community college mission required.

### **Application Deadline**

Review of applications begins July 27, 2009 and continues until the position is filled. For application forms go to [www.clevelandcommunitycollege.edu](http://www.clevelandcommunitycollege.edu) or call 704-484-4037. Return applications to:

Vontella Dabbs  
Human Resources Assistant  
Cleveland Community College  
137 South Post Road  
Shelby, NC 28152