



Date: September 25, 2015

Title of Position: Academic Counselor (3 positions available)
MCCC Unit Position, Grade 5

Salary: Estimated range \$54,132 - \$55,758 (as per MCCC contract) with benefits

Effective: December 2015

Position Overview: Recognizing the increasing diversity, varying academic preparation, socio-economic status, and life experiences of our students, the Academic Counselor will serve as advisor, coach and advocate to new students and assigned student cohort groups. Consistent with the College's mission of open access, but with a clear focus on seeing students through to degree completion, the Academic Counselor, working as part of our Academic Advising Center, will be the primary contact for students from the point of enrollment through the completion of the first academic year. The successful candidate will monitor students' progress, assist students in navigating the college system, refer students for additional support when necessary, and teach one section of BCC101 Student Success Seminar. The Academic Counselor will assist students with academic planning and success strategies, and help students build their self-advocacy skills. Essential to this role will be the effective use of current and emerging communication technology and software supporting student success, as well as effective collaboration with faculty and staff.

Required Qualifications:

- Master's degree in Education, Counseling, Psychology or closely related field with three (3) years of experience and/or training involving college admissions, academic advisement, career development, or program/project management; or an equivalent combination of education, training, and experience.
- Strong sensitivity to the needs of a diverse student population in an open enrollment environment.
- Ability to assist students with transition to college, academic planning, success strategies, and self-advocacy.
- Experience with issues pertaining to admissions, financial aid, transfer of academic credit, and/or career development.
- Record of success working with traditional students as well as adult learners.
- Demonstrated positive, collegial working relationships with faculty and staff, as an advocate for students.
- Strong interpersonal, presentation, and written communication skills.
- Relevant computer skills, including appropriate use of current and emerging social media applications and software programs supporting student success.
- Availability to work occasional weekend or early evening hours

Additional information: Source of Funding: Grant and State funded
Area of Assignment: Student Affairs, Academic Advising Center

MCCC AFSCME DCE Non-Unit Full-time Part-Time

Application Procedures: For consideration, submit cover letter, resume, names and telephone numbers of three current professional references to Berkshire Community College, 1350 West Street, Pittsfield, MA 01201 or email to hbailey@berkshirecc.edu.

Application Closing Date: October 16, 2015

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed the Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext. 1022, Susan B. Anthony Annex Building, Room A19.