



**Date:** February 16, 2018

**Title of Position:** Community Outreach Counselor-Enrollment Services  
MCCC Unit Position, Gr. 3

**Salary:** Estimated range \$45,980 – \$50,158 (per MCCC contract) with benefits

**Effective:** April 2018

**Position Overview:** Represent the College at schools, community agencies and other public events. Attend college fairs, high school programs, information sessions, and parent evenings. Work as part of the Enrollment Services staff in meeting comprehensive recruitment goals. Recruit and provide on-campus support for students, with a focused emphasis on immigrant, bilingual, and international students and students of color. Assist minority students with access to the College, and develop programming to promote the success and retention of these students. Conduct needs assessment, including administration of Accuplacer testing in high schools. Administer various student financial assistance programs including; Veteran's Administration benefits, National Guard benefits, and Commonwealth tuition waiver programs.

**Qualifications:** Bachelor's degree in counseling, education, or closely related field; with two (2) years of experience and/or training involving career counseling, recruitment, advising, mentoring, and/or student support services. Demonstrated commitment to serving diverse student needs including immigrant, bilingual, and international students and students of color. Bilingual abilities and familiarity with local community agencies and organizations preferred.

An equivalent combination of education, training, and experience will be considered for applicants who do not meet the qualifications as stated above. Such applicants are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

**Additional information:** Source of Funding: State Funded  
Area of Assignment: Enrollment Services  
Supervisor: Director of Enrollment Services

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

**Application Procedures:** For consideration, submit cover letter, resume, and names and telephone numbers of three current professional reference to Heidi Bailey, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [hbailey@berkshirecc.edu](mailto:hbailey@berkshirecc.edu)

**Application closing date: March 2, 2018.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.