



## Executive Director of Counseling and Advising

<b>Department:</b> Counseling and Advising	<b>Effective Date:</b> 2/4/15
<b>Reports To:</b> Associate VP/Dean of Students	<b>Division:</b> Learning Support
<b>FLSA Status:</b> Exempt	<b>Job Status:</b> Full-time
<b>Salary Grade:</b> 16	<b>Job Classification:</b> Administrator

### Position Summary:

Supervises staff and functions within the office of Advising, Counseling, Career and Transfer Services. Responsible for developing and implementing an advising model that links intentional curricular choices to student goal attainment. The Executive Director will administer and supervise counseling and campus-wide academic advising services for credit and continuing education students. The Executive Director will provide leadership for Career and Transfer Services and is responsible for the management, coordination, delivery, and evaluation of a comprehensive system to address the career development and transfer planning needs of the student body. The Executive Director will lead the College's Behavioral Evaluation and Response Team (BERT).

### Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Provides Leadership for the counseling and advising of students.
2. Supervises and facilitates the work of counselors, advisors, office managers, and other support staff.
3. Manages budget related to financial resources, including planning, monitoring, and analysis.
4. Leads the identification and development of objectives and methods of assessment to support the College's strategic goals.
5. Gathers and assesses data to implement a data-informed system of management.
6. Trains selected adjunct faculty to serve as academic advisors to students.
7. Provides leadership and oversight for program development related to counseling and advising and career services.
8. Chairs the College Behavior Evaluation and Response Team.
9. Leads the coordination of professional development for counselors and advisors.
10. Manages cross-training of staff.
11. Implements a comprehensive plan for the annual assessment and evaluation of programs.
12. Coordinates administration of the Work Study Employment Program, jointly with the Financial Aid Office.
13. Provides counseling and/or academic advising services to students including crisis intervention and emergency assessment and referral to community resources.
14. Collaborates with key college personnel in the development and implementation of programming aimed at the recruitment and persistence of students, particularly those identified as at-risk.
15. Prepare an annual year-end report for the Counseling and Advising Center.

## ***Executive Director of Counseling and Advising***

### **Required Minimum Qualifications:**

1. Education: Master's Degree in Counseling, Student Personnel Services, Career Development, Higher Education or a field related to student learning and development.
2. Experience: Five years of experience providing counseling and academic advising, transfer, and/or career services at a post-secondary institution.

### **Desired Qualifications:**

1. Leadership and supervisory skills.
2. Budget management experience.
3. Experience developing and evaluating programs.
4. Behavior assessment and intervention experience.
5. Strategic planning experience.
6. Experience providing counseling and advising at a community college.
7. The ability to communicate effectively orally, in writing, and by computer to internal and external constituencies.
8. The ability to interpret academic degree requirements, academic policies and procedures to facilitate student academic progress.
9. Knowledge of current best practices in academic advising.

***Note: The College reserves the right to change or reassign job duties, or combine positions at any time.***