

Rich Mountain Community College

Position Description

Type Position:	Professional
College Title:	Counselor/Outreach Representative-Career Pathways
OPM/Legislative Title:	
Supervisor:	Director of Career Pathways
Area:	Student Affairs

The Counselor/Outreach Representative provides and/or makes provisions for support to students enrolled in Career Pathways Initiative (CPI) programs. Support services include, but are not limited to testing, advising, job readiness education, career assessment and counseling. The Counselor/Outreach Representative will collaborate with campus personnel and local agencies to enroll TANF-eligible students into the Career Pathways Program. Representative will network and collaborate with agencies and organizations to identify TANF-eligible clients. The CPI Representative directs and coordinates all programs/activities and serves as the case manager for the enrolled student.

This is a grant funded position and continuation of this position is contingent on continuation of grant funds.

The responsibilities of the Counselor/Outreach Representative include:

Position Specific:

- Network with agencies and organizations to recruit and enroll TANF-eligible clients in the Career Pathways Initiative
- Develop and administer program recruitment and retention activities
- Monitor acceptance and enrollment of students in the program
- Counsel students concerning academic, career, social and personal needs
- Inform students of community and campus services
- Serve as the case manager for enrolled students
- Consult with employers and faculty concerning employment needs
- Keep up to date on counseling trends and develop new counseling strategies
- Make presentations and conduct workshops
- Prepare brochures, displays, newsletters and public service announcements
- Compile and maintain accurate reporting information
- Assist students with:
 - Enrollment, class scheduling, and degree completion
 - Tutoring and college success
 - Assessing career interests and finding an appropriate career path
 - Assessment and testing information
 - Job readiness, employment and employment retention

College Wide:

- Seek and implement activities, services and programs which assure that RMCC is a vibrant contributor to the quality of life of the Ouachita Mountain region.
 - Treat all who choose to use the College's resources with dignity.
 - Challenge all learners to maximize their potential.
 - Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
 - Promote and help develop a College environment of respect, dignity and cooperation where ideas, questioning and the continued pursuit of self-development are valued as a means toward learning and growth.
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MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent, with five years related experience; or equivalent combination of education and experience. Campus experience preferred.
- Possess the following qualities:
 - Leadership
 - Problem Solving
 - Quality Management
 - Dependability
- Demonstrate knowledge of the responsibilities and skill required to fulfill the position responsibilities.
- Demonstrate knowledge and skills in the use of a computer as it relates to specific position requirements.
- Demonstrate effective communication skills, both oral and written.
- Demonstrate commitment to learning.
- Demonstrate commitment to the community college philosophy.
- Demonstrate commitment to assisting students and faculty.
- Demonstrate effective leadership and team building skills.
- Demonstrate effective organization skills.
- Demonstrate commitment to professional development.

APPLICATION REQUIREMENTS:

- Letter of Interest
- Resume
- Contact information for five references
- Completed **RMCC application**
- **Unofficial Transcripts**
- A separate written statement addressing the applicant's qualifications with regard to the position requirements
- A separate written statement addressing the applicant's view of the role of the faculty, staff, and administration in a rural teaching and learning community college

Email/Mail/Fax application to:
Brenda Gillogly
Vice President of Administration
Rich Mountain Community College
1100 College Drive
Mena, AR 71953
Phone: 479.394.7622 x 1500
Fax: 479.394.2828
Email: bgillogly@rmcc.edu
www.rmcc.edu

Review of applications continues until position is filled. Salary is commensurate with experience. RMCC is an equal opportunity employer.

Minorities and females are encouraged to apply. AA/DFW