Counselor Project Success
Job Description

Pay Grid:	**D2**
Status / FLSA Status:	Full Time / Exempt
Classification:	Professional / Technical
Department:	Project Success
Reports to:	Director of Project Success
Work Location:	Main Campus, Oglesby, IL – Room CTC204
Hours of Work:	Monday through Friday; 8:00 a.m. to 4:30 p.m.; may be required to work additional hours beyond regular schedule

POSITION SUMMARY: The Counselor is responsible for identifying, selecting, assessing, and retaining Project participants. The Counselor maintains day-to-day contact with Project participants in order to achieve the objectives of the Project. These objectives include assisting students in gaining needed academic and personal assistance and providing access to programs that help the students succeed academically, graduate, and transfer to baccalaureate degree granting programs.

Project Success Counselors work closely with all Divisions and Departments throughout the institution, and maintain close working relationships with all members of the college community to ensure that the Project objectives are accomplished. The Project Counselor serves as an advocate for the Project Success program, the Project Team, and especially for the student participants served by the Project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Design and implement strategies to identify, select, assess and retain participants in the Project. Participate in team assessments that evaluate and select participants.
B. Provide information to participants about Project activities.
C. Assist participants in achieving their educational goals by making appropriate recommendations for Project activities, seeking input from faculty regarding students' progress, referring participants to offices, centers, and peer-tutors and providing supportive services as needed.
D. Develop Individual Education Plans for Project participants.
E. Make referrals to community agencies, as appropriate.
F. Maintain regular, day-to-day contact with Project participants to track academic progress.
G. Work closely with all areas in the college to establish working relationships that will enhance Project participants' success and foster an institutional climate supportive of the success of Project participants.
H. Design, conduct and evaluate workshops and seminars to assist project participants in gaining necessary personal and academic skills to achieve their educational goals. Design, conduct and evaluate support groups, which assist project participants in gaining necessary personal skills to achieve their educational goals.
I. Coordinate and attend cultural events.
J. Promote student participation in workshops, support groups, and cultural events.
K. Assist participants in making smooth efficient transfers to four-year institutions.
L. Maintain student files, records, and related information required by the Project.

OTHER DUTIES AND RESPONSIBILITIES:

- Assist Director in developing methods for tracking student progress, gathering data, preparing required reports and writing proposals for continuation of funding.
- Attend training sessions conducted by the Department of Education and participate in related professional development programming. These training sessions and professional development activities may include out of-state meetings, conferences, and seminars, which may require weekend, evening, and extended travel.
- Participate in college committees and college activities to enhance personal and professional growth.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Education: Master's degree in counseling, a counseling-related field, or a related student-personnel field required.
2. Experience: Two or more years of experience in counseling, a counseling related field, or a related student-personnel field required.
3. Preference will be given to applicants who have overcome one or more of those barriers confronted by the target population: first generation college students, persons from a low-income situation, or persons challenged by a disability.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes a typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.