

Counselor, Guided Transition
Alcorn State University

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Posted Nov. 7, 2024, set to expire May 10, 2025

Job Title	Counselor, Guided Transition
Department	Student Support Services
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Nov. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Counseling Services
Job Website	https://jobopps.alcorn.edu/postings/7381
Apply By Email	
Job Description	

The incumbent is responsible for the overall coordination of assistance to participations enrolling in graduate or professional schools, with the goal of increasing retention and graduation rates of students.

Knowledge Skills and Abilities

- Familiarity with career and vocational services
- Knowledge of procedures and processes for transition from school to work
- Excellent communication skills, verbal, written and interpersonal
- Excellent organizational skills
- Good computer skills
- Ability to work independently as well as collaboratively with team members, faculty, students, alumni, administrators, staff and families

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- Ability to connect with students

Essential Job Functions

- Identifies, recruits and selects participants
- Coordinates the development of students' Individualized Learning and Persistence Plan (ILPP)
- Coordinates the Early Alert and First Appointment Initiatives
- Establishes and maintains a continuous and intensive monitoring/follow-up program for high-risk participants
- Maintains a program database; records and generates reports
- Contacts graduate and professional schools on behalf of participants
- Arranges campus visits

Qualifications

- Master's degree in Guidance and Counseling or related field
- Two (2) years' related experience

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact