

**Counselor, Guided Transition  
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=248373>

Downloaded On: Nov. 23, 2024 5:14am

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

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

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