WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

TEMPORARY GRANT-FUNDED
(Continuation of position is dependent on renewed funding; grant operates on a five-year cycle)

Re-advertised

May 25, 2016

| POSITION:   | TRIO ACADEMIC COUNSELOR (TRIO)  |
|            | (Class Code CB70\Student Services Program Coordinator II) |
| BAND:      | Band 05\Level 02 |
| STARTING   | $28,750 per year; 9-month position (Teaching and administrative components provide additional stipends) |
| VACANCY:   | #201658 |

Minimum Training and Experience:
A master’s degree in counseling or related field required. Minimum one year of counseling or related work experience with college students; previous advisement of a student organization/group; and demonstrated ability to work with diverse student populations, including first-generation, low-income and individuals with disabilities, preferred. Former TRiO program participant or experience working with TRiO highly desired.

Knowledge, Skills and Abilities:
Strong organizational, communication and computer skills. Ability to establish and maintain effective working relationships with students, faculty and staff. Ability to work occasional evenings and weekends for program-sponsored events.

Major Duties:
Reporting to the Director of Student Support Services (TRIO SSS Grant), the Academic Counselor works to ensure the academic success of all program participants. Provides comprehensive needs assessment, academic planning, and on-going monitoring of participants' progress for a case load of approximately 65 at-risk students. Provides career, social personal, financial, and other needs-based counseling assistance. Co-advises the activities of the TRIO Leadership Council, which includes recruiting student representatives, providing leadership training, and facilitating the TRIO Leadership Retreat. Coordinates financial literacy services and develops and facilitates academic skills workshops. Serves as an advocate for low-income, first-generation and disabled students; collaborates with other campus support programs designed for at-risk students; participates on committees/initiatives that support the program’s mission; and creates and conducts presentations to market the program across campus. Teaches one section of TRiO-specific ACAD 101 each fall ($1,250) and performs administrative duties ($1,800) over a four-week period in the summer. Performs other related duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than June 1, 2016

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.