Temporary Grant Position

POSITION: Transfer Coordinator- PROMISE Program/Student Support Services

STARTING SALARY: $26,139 (Hiring Range: $26,139.00 - $37,250.00), actual starting salary will be commensurate with experience. (Class CB65/Band 04). Position # 061145

MINIMUM TRAINING AND EXPERIENCE: Bachelor’s degree; Master’s degree in counseling or a related field highly preferred. Experience in a higher education environment strongly desired.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of policies and procedures of programs offered in Student Services. Knowledge of the techniques of individual and group counseling. Knowledge of the basic principles and theories of Student Development and educational administration. Ability to provide supportive counseling for a wide range of student problems and concerns. Ability to communicate effectively. Ability to establish and maintain effective working relationships with students, faculty, staff, and the general public. Ability to exercise sound judgment and discretion in resolving problems and making decisions. Ability to give guidance as needed. Ability to work a flexible schedule. Ability to travel the tri-county service area.

SPECIFIC DUTIES

1. Provides intensive academic advisement, personal, career, and financial aid counseling to project transfer students on an individual and group basis.

2. Monitors the academic progress of project transfer students and serves as their primary advisor.

3. Plans and coordinates College Transfer Activities for program participants.

4. Coordinates program-related activities with other College Personnel to maximize program success.

5. Recruits and identifies eligible students.

6. Assists with other duties as needed in achieving the project’s performance objectives.

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until August 23, 2015.

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