



## NOTICE OF VACANCY

### **Coordinator of Counseling and Disability Support Services**

#### **REPORTS TO: Dean of Student Services**

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Coordinator of Counseling and Disability Support Services will be an equity-minded individual committed to student academic success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The CCDSS provides counseling services and coordinates multi-campus Disability Support Services to empower students in pursuit of their academic, career, and personal goals. The CCDSS is responsible for providing clerical and support staff assistance as a member of the department of student housing and residence life. The CCDSS reports to the Dean of Student Services and is responsible for the following:

#### **DUTIES AND RESPONSIBILITIES**

##### ***Counseling Services:***

- Address students' barriers to retention:
  - Develop personal management and problem-solving skills,
  - Facilitate integration into college community and a sense of belonging;
  - Identify and manage students' transition-related issues,
  - Promote goal-setting commitment to educational outcomes.
  - Provide institutional information and procedural clarification,
- Assist in development and implementation of policies/procedures;
- Create the behavioral intervention team;
- Foster students' career development;
- Maintain therapy records.
- Plan activities and psycho-educational programming;
- Provide direct clinical services and behavioral health agency referrals;

##### ***Disability Support Services:***

- Advises, counsels, and provides reasonable accommodations to students.
- Advocate with the College faculty and administration on behalf of students with disabilities.
- Coordinate and/or provide in-service training for the College community to promote awareness of the special needs of students with disabilities.
- Coordination of admissions, counseling and support services for students with self-identified disabilities in need of ADA accommodations.
- Ensure College compliance with federal, state, and local regulations regarding student access to

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facilities and instructional programs.

- Leads and participates in the development, planning, implementation and administration of academic goals, objectives, and procedures related to disability services.
- Plan, provide leadership for, organize, and direct the development and review of division curriculum for students with disabilities in conjunction with other administrators and in accordance with College policies and procedures.

### ***Collective Functions:***

- Assist students with counseling services needs and/or disabilities in utilizing community resources.
- Develops and maintains listings of appropriate providers and referrals.
- Develops and recommends new or modified programs and procedures related to disability support services.
- Plans, develops and initiates effective services and workshops related to counseling and disability services.
- Serve as resource to other divisions and departments
- Perform other duties as assigned by the Dean of Student Services, and/or Vice President of Administrative and Student Services.

## **MANDATORY QUALIFICATIONS**

- Master's degree in Counseling, Clinical Psychology, Social Work, or a related field with preference given to candidates who hold state licensure.
- At least two years of post-degree work experience required.
- Preference may be given to applicants with related work experience at the post-secondary level.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, and students.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.

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## **KNOWLEDGE AND SKILLS REQUIRED (cont.)**

- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Knowledge of effective counseling practices and ability to apply counseling skills effectively in a higher education setting.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

## **SALARY**

**\$40,000.00-\$50,000.00**

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## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE

Internal/External – September 25, 2023 at 5:00 P.M.

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