



## Student Success Counselor

Interested in this opportunity complete an on-line application and upload resume at <https://rankentechnicalcollege.appone.com/>

**Position:** Student Success Counselor- Full time

**Exempt Position:** 37.5 Hours a week.

**Purpose of the Role and Scope of Responsibility:** Responsible for providing services to aid in student retention. Reaches out to students at all Ranken locations to help them realize their full potential by setting and achieving educational goals. Assists students to successfully work through personal issues to enable them to stay in school, graduate, and find employment in their chosen field. Promotes diversity awareness and inclusion on campus. This position reports to the Vice President for Diversity and Student Success.

### **Principal Accountabilities/Responsibilities:**

- Provides confidential personal counseling services to students as it relates to assisting students to maintain psychological well-being and balance in order to stay in school and achieve educational success. Conducts counseling sessions as needed within established office hours and is on call for emergency situations.
- Responds to crisis situations, assesses risks, and implements strategies to address the issues.
- Acts as a liaison with students seeing private therapists and provides case management to assist with student success.
- Serves on committees as needed and takes an active role in recommending and implementing goals to increase student retention.
- Attends student orientation, visits classrooms, and meets with student organizations to promote awareness and utilization of counseling services.
- Periodically attends faculty department chair meetings and meets with Residential Life Director to determine areas where counseling assistance would be beneficial and advises on solutions to specific issues. Works with faculty and Residential Life Director as needed to implement agreed upon solutions.
- Proactively contacts at-risk and probationary students to offer confidential counseling services to discuss personal issues that may interfere with college goals. Develops a personal and/or academic plan for success.
- Provides information to students on issues such as eating disorders, depression, balancing school/work/life, and diversity. Information may be presented through e-mail blasts, posts to Inside Ranken, small-group workshops, and individual counseling sessions.
- Promotes diversity awareness and the importance of inclusion on campus for ALL students, including minorities, females, veterans, and disabled students.

### **Minimum Qualifications:**

- Bachelor's Degree in psychology, counseling, social work, career development, or related field



### **Student Success Counselor**

- Preferred: Master's degree in psychology, counseling, social work, career development, or related field required. Licensed professional counselor or licensed social worker preferred.
- Three to five years of counseling experience required
- Preferred: Experience counseling teens and young adults preferred.
- Must be comfortable working in an academic setting which integrates instruction with student services, must be student focused, and must be able to work collaboratively with faculty and administrators to ensure successful student outcomes and retention.
- Ability to build rapport and trust with students.
- Effective listening and communication skills; ability to deal with the needs of others in a compassionate, patient, and confidential manner.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disabled, and ethnic backgrounds of technical college students.
- Up to date with basic computer skills including texting.

Note: Some evening and/or weekend hours will be required to participate in College functions.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.

For questions regarding Ranken openings contact [hr@ranken.edu](mailto:hr@ranken.edu)