



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Student Advocate/Counselor

Department: Workforce Reimagine Grant

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with education and experience

Work Schedule: 40 hours a week

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Student Advocate/Counselors will support the mental well-being and academic success of students. Provide counseling and support to participants via phone, an app, a video chat, or even via laptops. The Student Advocate/Counselor will serve a role in helping the participants adjust and adapt with the personal barriers to a normal and successful life. This role is responsible for keeping up with the activities of each student within a given case load through regular meetings, while maintaining a detailed case file for each student. These activities include, but are not limited to:

- Checking class attendance and monitoring compliance with policies and assignments.
- Meet with each student on a regular basis and call, email, etc., the student if he/she misses class or appointments, in an attempt to intervene as soon as possible.
- Monitor the grades of each student and recommend for tutoring those who are falling behind in their studies.
- Counsel and assess the overall mental health of the student to recommend solutions to address issues.
- Assess each student's life situation and identify any barriers to success, while providing support to each student by identifying programs, agencies and/or services available to assist students in addressing these barriers and connecting students with the appropriate programs, agencies and/or services.
- Continuously monitor the progress of students through these programs, agencies and/or services and make recommendations as to the effectiveness of these programs, agencies and/or services.

QUALIFICATIONS: Experience working with individuals in an advisory and counseling role. Knowledge of the college experience and able to help student navigate college life. Strong problem-solving skills to develop action plans to address student issues. Able to counsel and advise in a compassionate and empathetic way.

EDUCATION and/or EXPERIENCE:

- Minimum of a Master's degree in related field such as Psychology, Counseling, Sociology or Student Affairs is preferred. A Bachelor's degree in a related field is required
- Commitment to working with and fostering an inclusive environment with a diverse population of individuals
- Experience advising, case management, counseling, and/or programming in higher education or comparable setting
- Functional knowledge of assistive technology tools

LANGUAGE SKILLS: Ability to read and comprehend instructions; write correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to other employees and students. Must have excellent communication skills.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: Works in an office setting on a college campus.

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214