



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Student Advocate/Counselor

Department: Workforce Reimagine Grant

Status: Part-time

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with education and experience

Work Schedule: Evenings

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:

- Support the mental well-being of staff and participants in the Reimagine Grant
- Provide therapy/counseling to participants via phone, an app, a video chat, or even via laptops.
- The counselor will serve a role in helping the participants adjust and overcome personal, mental and social barriers to ensure they are successful in their academic pursuits
- Perform initial evaluations of participants' needs and develop customized success plans.
- Educate staff and participants on stress, challenges and trauma coping mechanisms through individual sessions
- Provide participants with the resources they need to reach personal and academic goals
- Monitor participants progress and modify their success plans as needed.
- Keep accurate, thorough and detailed notes on interactions, interventions and outcomes with each student.
- Coordinate with social and medical agencies, healthcare providers and community outreach programs to provide participants with needed services.
- Provide the Reimagine Leadership Team/Director with status and progress reports on a weekly basis or as needed
- Attend meetings, workshops and professional development trainings as needed
- Other duties as assigned

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.

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