



Position: Program Counselor Summer Extern (part-time, limited-term)

Position Summary: This is an adjunct, limited term, summer position designed for a high school counselor to provide counseling services to prospective and enrolled students for the purpose of student advisement, retention and career counseling. The

Program Counselor reports to the Manager of Student Services and is a member of the Student Services Team.

Responsibilities/Expectations/Accountability/Duties:

1. Career Counseling

- Assist students in making appropriate career, program, and course decisions through the use of personal interviews, vocational assessments, and evaluation of academic records, work history, and personal circumstances.
- Determine student “readiness” for starting college through COMPASS advisement, and provide referrals where appropriate.
- Conduct small group Career Planning Workshops.

2. Academic Advising

- Assist students in a smooth transition from high school, other college, employment or unemployment to CVTC.
- Assist students in academic advising, course selection, and registration to ensure successful progression in their program.
- Evaluate transfer credit and other forms of advanced standing.

3. Intake Counseling

- Provide information to prospective students regarding CVTC application/admissions process, registration process and basics of financial aids application process.
- Work with Youth Options students to clarify guidelines and process.

4. Orientation to CVTC

- High school counselor will learn more about CVTC programs and services.

5. Overall

- Demonstrate commitment to customer service standards.
- Relate successfully with students and staff of diverse cultural, social or educational backgrounds
- Assist with recruitment of students
- Communicate and maintain positive relations with internal and external CVTC community
- Work collaboratively with colleagues and participate on instructional and college-wide teams
- Ability to utilize technology which supports learning and teaching.
- Ability to work with students in both one on one and group instruction situations.

Necessary Training and Experience:

REQUIRED:

- Must be a current high school counselor working within one of CVTC’s public district schools.
- Ability to meet WTCS Counselor certification requirements including :
 - A Master’s degree in guidance and counseling; or
 - A Bachelor’s degree and 20 semester graduate credits in guidance and counseling courses; or
 - A Bachelor’s degree and 10 semester graduate credits in guidance and counseling courses and 2 years of experience counseling persons regarding vocational, career, and personal concerns through the use of interviews, tests, and other techniques utilizing modern counseling principles.

AND

- Twenty-four months of occupational experience outside the field of education.
- Excellent interpersonal and communication skills, with ability to establish rapport with faculty, students, and staff.
- Demonstrated creativity and organizational skills.

Necessary Training and Experience:

REQUIRED (cont.):

- Awareness of internal and external resources for student referrals.
- Demonstrated commitment to student success.
- Ability to work a flexible schedule.
- Employment with CVTC is contingent upon successful completion of background check(s).

Necessary Training and Experience:**PREFERRED:**

- Past teaching experience preferred, not required.

Position Details**Expected Start Date:** July 6, 2010**Expected End Date:** August 27, 2010 (or until the start of public school year)**Position Status:** part-time, temporary position**Location:** Business Education Center, Clairemont Campus, Eau Claire**Work Hours:** July 6, 2010 through August 27, 2010 (or until the start of public school year)

Monday – Friday during the hours of 8:00 a.m. – 4:30 p.m. (with work hours scheduled on 4 of the 5 days per week) Flexible schedule of approximately 20 -30 hours per week with ability to change hours and weeks as necessary.

Salary: The Adjunct Faculty Salary Schedule ranges from \$27.30 to \$32.96 per hour. This is an adjunct, limited term position. (Project partially funded through Title I and Title II Tech Prep of the Carl Perkins Career and Technical Education Act of 2006. Offer and employment contingent upon pending grant funding approval.)

Benefits: This position is not eligible for benefits.

Application Process:**APPLICATION MATERIALS REQUESTED TO BE RECEIVED BY 4:00 PM THURSDAY, APRIL 29, 2010**

A CVTC Application for Employment form, cover letter, resume and transcripts are requested. Copies of transcripts are acceptable during application process. Upon hire official transcripts of all undergraduate and professional education are required. Obtain a CVTC [Application for Employment](#) form on-line by contacting:

www.cvtc.edu/employment

Human Resources

Chippewa Valley Technical College

620 West Clairemont Avenue

Eau Claire, WI 54701-6162

Fax: 715-833-6451

Chippewa Valley Technical College is an Equal Opportunity/Access Employer and Educator.

In compliance with the Americans with Disabilities Act, the College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

We are seeking individuals who are creative, open to change and new methods of work practices, and willing to promote the College's vision and mission in a customer-oriented, participatory environment. Individuals who value commitment, collaboration, trust, respect, excellence, and accountability are encouraged to apply.

Mission Statement

Chippewa Valley Technical College delivers superior, progressive technical education which improves the lives of students, meets the workforce needs of the region, and strengthens the larger community.

Vision Statement

Chippewa Valley Technical College will be a dynamic community partner dedicated to adding value through learning and student success.