



NOTICE OF VACANCY

Counselor-GHEC

REPORTS TO: Director of Greenville/ Coordinator of Counseling & Disability 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 Counselor will be an equity-minded individual committed to the institution's success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Counselor provides counseling services and crisis intervention when needed and empowers students in pursuit of their academic, career, and personal goals. Collects, analyzes, and organizes educational and career information through records, tests, interviews and professional sources. Assists individuals to understand and overcome social and emotional problems.

More specifically, the Counselor 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;
- Foster students' career development;
- Maintain therapy records.
- Plan activities and psycho-educational programming;
- Provide direct clinical services and behavioral health agency referrals;
- Serve on the crisis intervention team;

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.
- Ensure College compliance with federal, state, and local regulations regarding student access to

facilities and instructional programs.

Career Services:

- Provide individual and group counseling to students and alumni on career exploration, job searching, resume writing, interview skills, and other career-related topics.
- Build and maintain relationships with employers, facilitating on-campus recruitment events, and connecting students with job opportunities.
- Track and analyze data on student outcomes, employer engagement, job placement, and program effectiveness.
- Collaborate with faculty, staff, and other stakeholders to promote career development services and integrate career readiness into the curriculum.

Collective Functions:

- Assist students with counseling services needs and/or disabilities in utilizing community resources.
- Develop and manage the program budget, including preparation of federal, state, and local reports ensuring compliance with federal, state, and local expenditure guidelines.
- 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 Coordinator of Counseling and Disability Support Services.

MANDATORY QUALIFICATIONS

- At least two years of post-degree experience required; preference may be given to applicants with related work experience at the post-secondary level.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, high school counselors, parents, and local patrons.
- Must hold a Master's degree in Counseling, Clinical Psychology, Social Work, or a related field with preference given to candidates who hold state licensure.
- Must be comfortable with many different software systems such as Banner, QuickBooks, and Microsoft Office.

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.

KNOWLEDGE AND SKILLS REQUIRED (cont.)

- 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.
- 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.
- Ability to maintain confidentiality.

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

The salary will commensurate with education and experience.

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 or via postal mail to:

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

DEADLINE

Internal/External – June 19, 2026 at 5:00 P.M.