



# Montcalm Community College

## **CAREER ADVISOR**

## **FULL-TIME POSITION**

The Career Advisor is a full-time faculty position responsible for providing comprehensive services and information resources that enable students to take active responsibility for their career decisions. The Advisor delivers impartial and independent advice and guidance to students in secondary schools which partner with Montcalm Community College. The advisor also works directly with MCC students to assist them in navigating the many decisions needed to be made relative to career choice.

### **DUTIES:**

1. Work collaboratively with MCC colleagues in the Student Success Center, Student Services Department, and Workforce Development, as well as with local school district counselors and other appropriate staff and agencies, to provide effective career guidance, counseling and placement services.
2. Maintain current knowledge of occupational and labor market information. Utilize information available from sources such as Michigan Works!, Department of Labor and other providers.
3. Maintain current knowledge of MCC programs, academic calendar and admission-related processes.
4. Develop and execute a plan for providing career services to middle school and high school students in our local districts, as well as for MCC students.
5. Provide individual and group career counseling and career direction services to students. Work individually with students, as needed, to assist them in assessing their interests, abilities and achievements, reviewing their options and developing a realistic plan for action.
6. Develop and direct programs and services designed to equip students with necessary job search skills and employment preparation strategies.
7. Organize and deliver career-related events, drop-ins, assemblies or other relevant activities throughout the academic year as part of a careers service strategy.
8. Participate in the development of the long-term plan for K-12 Developing Talent program.
9. Provide careers training to school staff as and when required.
10. Document results of career-related advising and counseling efforts.
11. Establish benchmarks and targets for assessment of outcomes.
12. Attend Advisory Committee meetings when possible.
13. Other duties as assigned by Supervisor.

### **QUALIFICATIONS:**

1. Master's degree required. Concentration in Education, Counseling, Student Services or related field preferred.
2. Excellent written and oral communication skills.
3. Ability to function effectively as a member of a team or independently.
4. Minimum of two years' experience in, or related to, career planning and development, including direct work with students.
5. Demonstrated success in cultivating collaborative relationships with students, faculty, staff and professional colleagues.
6. Excellent organizational skills.
7. Commitment to community college philosophy.

**BENEFITS:**

Medical, Dental and Vision coverage, high deductible plan-fully funded. Long-term disability, Group Term life insurance, sick leave and tuition free study (some limitations) for self and dependents age 25 and under.

**IMMEDIATE SUPERVISOR:** Dean of Student & Enrollment Services

**REMUNERATION:** Commensurate with degree and experience as outlined in the Faculty Master Agreement

**APPLICATION DEADLINE:** June 22, 2018 (4 pm)

**START DATE:** Fall Semester (August 2018)

**METHOD OF APPLICATION:** On-line application at [www.montcalm.edu/employment](http://www.montcalm.edu/employment). Attach your cover letter, detailed resume, transcripts and three reference letters.

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*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*