



Human Resources Office
Clinton Community College
136 Clinton Point Drive
Plattsburgh, New York 12901

POSTED: November 15, 2023

Applicants being sought for the position of
ASAP Student Support Services Counselor
(Advisor) \$47,718 Grant Funded

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empowers individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

ASAP helps students earn their college degree as quickly as possible by removing the financial, academic, and personal obstacles that many students typically confront. Key ASAP program features include comprehensive, high touch advisement services and career development services while enrolled as a fulltime student (required). Financial incentives include tuition and fee gap scholarships for financial aid eligible students, textbook assistance, and transportation assistance for all students.

The ASAP Student Support Services Counselor (Advisor) reports directly to the ASAP Director.

RESPONSIBILITIES

- Provide comprehensive academic advisement support services.
- Provide problem resolution options and make college and/or community referrals.
- Assist students through the admissions, registration and financial aid process.
- Maintain working knowledge of all college programs, degrees and certificates.
- Offer personal counseling/crisis management strategies.
- Develop and present student workshops and programming.
- Coordinate the new student orientation program.
- Act as liaison between the campus community and students.
- Provide transfer advisement.
- Assist students requesting a complete withdrawal.
- Serve on college committees.
- Conducts regular outreach to assigned students, tracking data, and keeping records.
- Supports annual recruitment of students into the program.
- Some evenings and weekends may be required.
- Perform other duties as assigned.

QUALIFICATIONS

Master's degree in counseling, social work or related field required. Communication and computer skills are required. Ability to understand the parameters of confidentiality and work with diverse student populations required. Experience with academic advisement and personal issues related to college students recommended.

To apply:

The search will remain open until the position is filled. Please submit a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodation during the employment process should advise HR as necessary.