



POSTED: February 7, 2024

## **Student Support Services Counselor**

The Student Support Services Counselor is a member of the Academic Advising and Student Support Office and reports directly to the Dean of Student Affairs. The Student Support Services Counselor performs a variety of activities to help promote student success and retention at Clinton Community College. This is a part-time professional appointment which may require some evening and weekend hours.

### **RESPONSIBILITIES**

- Provide academic advisement.
- 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 short-term counseling/crisis management strategies.
- Develop and present student workshops and programming.
- Develop and 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.
- Coordinate CARE Reports and outreach
- 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.

**How to apply:** Although the search will remain open until the position is filled, for full consideration, candidates should submit their resume to:

[hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu)

or

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

*Clinton Community College is an Affirmative Action / Equal Opportunity Employer. Qualified women, minorities, individuals with disabilities, protected veterans and others who would enrich the diversity of the College are encouraged to apply. If you require an accommodation so that you may participate in the selection process, please notify us at [hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu) or (518) 562-4137.*