

THE CITY UNIVERSITY OF NEW YORK

CAREER OPPORTUNITY

New York City College of Technology

Title	SEEK Counselor (Higher Education Assistant)
Location/Department	SEEK Program/Student Affairs
Position Detail	
FLSA Status	Exempt
Compensation	Commensurate with education and experience.
Web Site	http://www.citytech.cuny.edu/
Notice Number	MP16380
Closing Date	Open until filled with review of resumes to begin 7/28/09

POSITION DESCRIPTION AND DUTIES

Under the supervision of the SEEK Director, the Counselor serves as an important member of the SEEK program providing services to City Tech SEEK students. The Counselor will:

- Provide counseling (personal, educational and career) to individuals and groups.
- Conduct intake interviews and administer assessment instruments to determine which of the offered counseling services are most appropriate for students in his/her caseload.
- Assist students with academic planning and advisement.
- Conduct special topics workshops (e.g., probation, dismissal, time management, etc.)
- Monitor student performance and schedule appointments as indicated.
- Implement crisis intervention protocol, including referrals, in emergency situations.
- Teach counseling course, AA101- Introduction to College Life.
- Participate in program planning, assessment and improvement initiatives.
- Prepare periodic reports on student status, service utilization, student performance and professional development activities.
- Perform other related duties, as assigned.

QUALIFICATION REQUIREMENTS

Master's degree in school, personal or psychological counseling or related field and four years of related experience required. Demonstrated history of professional work experience with minority college students. Successful candidate will have a demonstrated commitment to the mission of opportunity programs in higher education. Must be available to work weekends and evenings as needed. The following knowledge sets, skills and attributes are also desirable: experience and proficiency in data collection and analysis as well as the ability to utilize database and spreadsheet software for project management and data analysis.

TO APPLY

Send cover letter of introduction and resume.

Address:

Electronically (preferred): isr@citytech.cuny.edu

Subject line: SEEK Counselor

-OR-

SEEK Counselor Search

Ms. M. Harris, N321

Director, ISR

New York City College of Technology

300 Jay Street

Brooklyn, NY 11201

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The City University of New York
An Equal Employment Opportunity/Affirmative Action/Immigration Reform and Control Act/
Americans with Disabilities Act Employer

Last Updated: 7/14/09