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| **Job Title** | Adjunct Counselor |
| **PVN ID** | KB-1601-000915 |
| **Category** | Instruction and Social Service |
| **Location** | KINGSBOROUGH C. C. |
| | |
| **Department** | Academic Affairs |
| **Status** | Part Time |
| **Hourly Rate** | $38.00 |
| **Hour(s) a Week** | 14.00 |
| **Closing Date** | Mar 04, 2016 (Or Until Filled) |

# General Description

The Perkins Program at Kingsborough Community College is seeking an Adjunct ISS Counselor to work 14 hours a week. Reporting to the Director of Tutorial Services & Supplemental Instruction, the ISS Counselor/Supplemental Instruction Counselor will be responsible for the following:

- Provide specialized academic support services.

- Assist in the coordination and facilitation of tutorial & supplemental instruction support services

- Assist with monitoring, tracking and tallying student data for reports and analysis - inclusive of end of semester and academic fiscal year data.

- Responsible for helping to recruit, schedule and case manage student populations.

- Promote supplemental instruction programs through in-class speeches each semester.

- Respond to student inquiries through an early alert system

- Offer comprehensive general advising to students placed in the supplemental instruction program

# Other Duties

- Perform related duties as assigned and assist with special projects.

- Other duties as assigned.

- Evening hours may be required.

# Qualifications

Candidate should have at minimum a Bachelor's degree.

Preferred experience including counseling, psychology, or experience working with students with developmental math needs.

The candidate should possess good computer skills, as well as the ability to initiate projects.

He/she must be able to demonstrate good organization skills, positive interpersonal skills, and excellent communication skills.

In addition, it will be essential for the counselor to demonstrate administration abilities and experience, as well as a strong ability to prioritize tasks.

A demonstrated commitment to excellence in delivering services to students is essential.