



02/1/10

POSITION ANNOUNCEMENT

610

TITLE: ACADEMIC AND SUPPORT COUNSELOR
DEPARTMENT: NURSING DEPARTMENT
HOURS: 32 hours per week Monday-Thursday
STARTING RATE RANGE: \$16.15-\$18.46

POSITION SUMMARY:

This position is a part time, 32 hour per week position Monday-Thursday to support, counsel, and follow-up with selected groups of students enrolled in a nursing program at a comprehensive university campus to enhance student success. The position involves work as part of a grant team to provide information and guidance to students and assist students to think through problems and select suitable solutions.

RESPONSIBILITIES:

1. Assess students' psychosocial and academic needs, counseling at-risk nursing students, and facilitating and evaluating student use of campus support services.
2. Assess students' needs including focus group work and evaluation of surveys and other academic parameters.
3. Assist in the planning and implementation of additional support services, including academic support, cultural support and stress reduction.
4. Assist with other project related activities, such as data entry and analysis, filing of hard copies of instruments and related data, and maintaining a data base of names and contact information of people involved with this project.
5. Triage emails and telephone calls related to the project and assist with computer and web site work.

MINIMUM SKILLS AND QUALIFICATIONS:

Skills include excellent interpersonal communication, previous counseling experience, and the ability to incorporate existing support services and assist with planning and implementation of additional support services.

1. A major in communication studies, human services, psychology or counseling is preferred. Excellent communication skills are required.
2. Solid working knowledge of basic principles of individual and group behavior, working knowledge of research and observation techniques for the purpose of recording, classifying, and interpreting factual information and working knowledge of the techniques and methods of interviewing.

3. Must have the ability to gather and analyze data, reason logically, draw valid conclusions, and make appropriate recommendations related to student needs and support. Criteria include evidence of prior ability to work in teams, participate in and contribute to group meetings and interviews.
4. Must be able to clearly express ideas and recommendations orally and in writing concise reports in a timely manner, and establish and maintain cooperative working relationships with students, staff, and faculty.
5. Prior experience with student counseling, data entry and analysis, ability to work with groups as a facilitator, organization skills, and computer word processing and other skills related to student advisement.

EDUCATION:

A Baccalaureate degree is required; Master's degree in Communication Studies, Counseling, Psychology or Human Services is preferred. Position education requirements will also consider four-year or master's degree in other behavioral sciences, public or business administration or other related job-related field.

BENEFITS:

Health care plan, dental and life insurance, retirement (eligible upon completion of (2) years of employment with CSUF ASC.

**APPLICATION
PROCEDURE:**

Submit resume and/or application to:
CSU Fullerton Auxiliary Services Corporation (ASC)
Human Resources Department
2600 E. Nutwood Ave., Suite 275
Fullerton, CA 92831

Fax #: 657-278-4153
E-Mail: grusso@fullerton.edu

**APPLICATION
DEADLINE:**

February 5, 2010 or until filled

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