

Position Number: D97335

Job Title: Coordinator of Counseling Services

Department: Diversity & Multicultural Student Services

FTE: 1.0 FTE, benefits eligible

Job Type: Advisor/Counselor II

Posted Date: 2/3/12

Position Summary

The Coordinator of Counseling Services is one of four professional positions in the TRiO – Student Support Services program. TRiO – SSS is a 5 year federally funded grant program by the U.S. Department of Education to serve 265 students who are low income, first generation, and/or have a documented disability.

The Coordinator is responsible for screening and determining eligibility of all project applicants and assigning students caseload to TRiO – SSS counselors. The Coordinator manages a caseload of 90+ students. The Coordinator is responsible for the hiring, training and supervision of the Peer/Outreach Mentors. In addition the Coordinator works collaboratively with PSU academic and student affairs departments to support the needs of TRiO – SSS students.

Duties and Responsibilities

1. Manage student intakes and caseload assignments
 - a. Identify students' eligibility status
 - b. Conduct applicant interviews
 - c. Establish need for TRiO – SSS services
 - d. Assign students to the most appropriate counselor
2. Case manage 90+ students by providing academic and career advice. Make appropriate referrals which will guide them toward degree completion
3. Hire, train and supervise 3 – 4 Peer Outreach Mentors (POMS) who are responsible for coordinating cultural/social events for current students; assist in recruitment efforts; participate on student panels, etc.
4. Assist in the development and promotion of program activities and the accomplishment of program goals.
5. Attend and participate in staff meetings, staff development and training sessions, appropriate regional and national association functions, and other appropriate departmental and university functions.
6. Serve on committees and carry out other responsibilities as assigned by the Program Director.

Required / Minimum Qualifications:

- Master's Degree in Counseling Psychology, Education, Student Personnel, or related field
- Two years of experience advising (academic/career) in a college or university setting. Experience must include working with racially, culturally, and socio-economically diverse students
- Demonstrate excellent verbal and written communication skills
- Working collaboratively with campus and community colleagues
- Knowledge of word processing database computer skills
- Strong event and outreach programming skills
- Ability to successfully complete a background check

Preferred Qualifications

- Bi-lingual in English and (Spanish, Vietnamese, Somali)
- Experience working with people with documented disabilities (physical, learning disabilities, or mental disorders)
- Supervisory experience with student staff
- Grant writing and assessment experience highly desirable

Compensation

The starting annual salary rate for this 12 month full time position will be between \$45,000 and \$47,000 dependent upon qualifications and experience with an excellent benefits package including healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependant at any of the Oregon University System schools.

To Apply

Please submit a letter of interest, resume, and contact information for three references via email to Nicholas Rhodes at rhodes2@pdx.edu, or mail to:

Nicholas Rhodes
Portland State University
PO Box 751 Mail code TLC
Portland, Or 97207

Correspondence via email is preferred. Applications will be reviewed beginning February 29, 2012 and the position will remain open until finalists are selected. Finalists must complete a criminal background check.

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