### Announcement of Professional Vacancy

Applications are invited for consideration to the following position:

**State University of New York at Binghamton**

**Department/Location:** Student Support Services/TRIO

**Appointment Title:** Academic Counselor

**Local Title:** Academic Counselor

**Research Foundation Project #:** 1026637

**Salary Range:** 29,000-34,000

**Duties:**
- Provide academic counseling and advisement to program participants and assist with their orientation to general academic life and its requirements; assist with development and implementation of program activities to aid student participants in their academic, career, personal and organizational development; coordinate SSS academic year calendar; maintain accurate and detailed student records; coordinate caseload assessment tools and develop Individualized Educational Action Plan (IEAP) for each participant; assist with development of program newsletters, brochures, flyers, website maintenance, and other publication materials; assist with SSS program recruitment efforts; generate correspondence related to advising caseload, including recommendation letters for scholarships, employment and graduate/professional school applications; assist Director as necessary to develop appropriate programming for SSS; work as a team member with others in the program and across campus to foster a climate conducive to program success.

**Qualifications:**
- Bachelor's degree is required; Master's degree in Higher Education, Student Personnel or Counseling is preferred. A minimum of three years full-time teaching, advising our counseling experience, preferably in an institution of Higher Education is desirable. Considerable experience interacting effectively with students and colleagues from diverse ethnic backgrounds is essential. Reasonable experience working with economically, culturally, educationally disadvantaged and/or minority students is necessary. Must be able to effectively plan and implement program activities assigned by the Director; be an advocate for students at the University who are first generation and/or low-income; effectively counsel and advise students; effectively work with the Director, co-workers and the University community; communicate effectively (verbal and written), coordinate small group activities and cultural trips for students and document their purpose and results; assess student records for needs and write effective IEAPs; monitor student progress accurately; work occasional evening and weekend hours; work independently, manage several projects, and keep to deadlines.

**Special Notes:**
- Must have a working knowledge of MS Office and student database management; website maintenance experience is desirable; knowledge of the academic setting and college financial aid process is beneficial.

Persons interested in the above position should submit a resume along with a letter of application to:

**Closing Date for Receipt of Applications:** July 15, 2006

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**Name:** Marty Wymans

**Department:** Student Support Services

**Binghamton University**

**Address:** P.O. Box 6000

Binghamton, NY 13902-6000

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin, Disability or Marital Status, in Accordance with the Federal and State Law.

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THE RESEARCH FOUNDATION OF STATE UNIVERSITY OF NEW YORK AT BINGHAMTON

Mar 2005
POSITION DESCRIPTION FORM

Please Complete this form Prior to Advertising any Position Available

PROPOSED TITLE: Academic Counselor

PROPOSED SALARY: 29,000-34,000

SUPERVISOR: Marty Wygman

DEPARTMENT/CAMPUS LOCATION: Student Support Services/TRIO

DUTIES AND RESPONSIBILITIES (USE ADDITIONAL SHEETS IF NECESSARY):

Provide academic counseling and advisement to program participants and assist with their orientation to general academic life and its requirements; assist with development and implementation of program activities to aid student participants in their academic, career, personal and organizational development; coordinate SSS academic year calendar; maintain accurate and detailed student records; coordinate caseload assessment tools and develop Individualized Educational Action Plan for each participant; assist with development of program newsletters, brochures, flyers, website maintenance, and other publication materials; assist with SSS Program recruitment efforts; generate correspondence related to advising caseload, including recommendation letters for scholarships, employment and graduate/professional school applications; assist Director as necessary to develop appropriate programming for SSS; work as a team member with others in the program and across campus to foster a climate conducive to program success.

EXPERIENCE REQUIRED (YEARS AND TYPE):

A minimum of three years full-time teaching, advising or counselor experience, preferably in an institution of Higher Education is desirable. Considerable experience interacting effectively with students and colleagues from diverse ethnic backgrounds is essential. Reasonable experience working with economically, culturally, educationally disadvantaged and/or minority students is necessary.

EDUCATION AND SPECIAL TRAINING (YEARS AND TYPE):

Bachelor's degree is required; Master's degree in Higher Education, Student Personnel or Counseling is preferred.
SPECIAL KNOWLEDGE, ABILITIES AND SKILLS:

Must be able to: effectively plan and implement program activities assigned by the Director; be an advocate for students at the University who are first generation and/or low-income; effectively counsel and advise students; effectively work with the Director, co-workers and the University community; communicate effectively (verbal and written); coordinate small group activities and cultural trips for students and document their purpose and results; assess student records for needs and write effective Individualized Educational Action Plans; monitor student progress accurately; work occasional evening and weekend hours; work independently, manage several projects, and keep to deadlines; have a working knowledge of MS Office and student database management; web site maintenance experience is desirable; knowledge of the academic setting and college financial aid process is beneficial.

LEVEL OF SUPERVISION TO BE RECEIVED AND AMOUNT OF INDEPENDENT JUDGEMENT:

Director provides minimal supervision once individual establishes competence. Although the Director establishes most objectives, priorities, and deadlines, the individual will be independent in most primary responsibilities. Special events or less routine projects will require clarification and supervision by the Director.

ADDITIONAL NOTES:

The SSS Program is governed by both the federal Department of Education and the University. The position includes responsibility for ensuring participants meet grant requirements and that data for mandatory reports is accurate and timely. The tasks of this position are varied and continually expand as new Program activities are established.

REVIEWED AND APPROVED:

[Signature]

Associate Vice President for Research Administration

[Date]

11/17/17