POSITION TITLE: Director of Counseling

START DATE: Open Till Filled

CAMPUS/DEPARTMENT: Ranger Campus/Counseling

GENERAL STATEMENT OF DUTIES: Successful applicants will demonstrate an ability to help students recognize and achieve their educational goals. Counselors/ academic advisors serve as liaisons by connecting students with appropriate paths of study in order to achieve their educational goals. This position is responsible for providing educational guidance and assistance to students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. They must also follow through and track the advancement of students. Additionally, advisors must provide case management to students who do not meet local educational requirements. The counselor will also provide assistance for at-risk students.

QUALIFICATIONS:
- Master’s Degree in Counseling – required, along with 18 graduate hours in psychology, preferred
- LPC Certification - highly desirable
- 3 years teaching experience; higher education teaching experience desirable
- Experience in or exposure to the community college environment desirable
- Computer literate, proficient with Microsoft Office Suite

SKILLS AND ABILITIES:
- Excellent verbal and written communication skills
- Be able to work as a team member. Exhibit superior interpersonal and problem-solving skills
- Sensitive to issues of ethnicity, disability and diversity
- Strong customer service skills
- Ability to work in a fast-paced, busy student-oriented setting
- Ability to initiate and complete tasks within demanding time limits

ANNUAL SALARY/BENEFITS: Salary Range: $40,000-$43,000. Commensurate with experience and credentials. Group health and life insurance (60 day waiting period for health) and retirement benefits (TRS or ORP). Optional benefits include disability and dental insurance.

APPLICATION PROCEDURE: 1. Fill out the Online Application 2. Please submit cover letter, resume/cv, credentials, three references, two letters of recommendation, and unofficial copies of undergraduate and graduate transcripts to Human Resources at: hr@rangercollege.edu. Hardcopies may be mailed to:

Ranger College
Attn: Human Resources
1100 College Circle
Ranger, TX 76470

Review of applicants will begin immediately and will continue until the position has been filled. Copies of transcripts are required prior to interview. Offers of employment are contingent upon successful completion of a criminal background check as well as sufficient course enrollment and budget allocations. College Home Page: www.rangercollege.edu

Ranger College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Delinda Spencer: Human Resources
Ranger College
254.647.3234 ext. 7037 dspencer@rangercollege.edu