POSITION VACANCY  
Full Time - COUNSELING FACULTY

POSITION:  
Muskegon Community College is seeking qualified candidates for the full-time faculty position in Counseling.

RESPONSIBILITIES:  
Provide academic advising and educational, career, and personal counseling services to current and prospective students. Provide guidance, support, feedback, and information to students as they choose and progress toward educational and career goals. Recommend and provide interpretation of tests for purposes of placement in college courses and career decision making. Communicate with representatives from four-year colleges, high schools, and career technical centers to enhance counseling/advising to students. Provide referrals to community agencies and resources when necessary. Consult with faculty, administration, and staff; serve as a liaison with assigned departments. Maintain appropriate records. Facilitate student development group work. Participate in appropriate College activities, committees etc; Perform other appropriate duties as assigned by the Dean of Student Success/Campus Life.

QUALIFICATIONS:  
Master’s Degree in Counseling. Licensed Professional Counselor (LPC) or Limited Licensed Professional Counselor (LLPC) in Michigan (or eligibility for Michigan license if resident of another state). Experience as a counselor in an academic setting. Demonstrated ability to work well as a member of a team. Demonstrated ability to work with diverse populations, representing a wide range of abilities, ages, nationalities, cultures, and socio-economic statuses. Willingness to work a varied schedule. Commitment to student recruitment, retention, success and the comprehensive community college concept. Excellent verbal and written communication skills. Desire to make significant contributions to the counseling program. Ability to access and use electronic resources including email, the Internet, and the college’s integrated database and record keeping system.

SALARY/BENEFITS:  
Commensurate with educational preparation and experience according to the Muskegon Community College Master Agreement.

EFFECTIVE DATE OF EMPLOYMENT:  
Commencing Winter Semester 2011.

APPLICATION DEADLINE:  
November 8, 2010

APPLICATION INSTRUCTIONS:  
A new, completed, and signed Application Form with cover letter, resume’ and transcripts must be received no later than 4:30 p.m. on the posted deadline. A resume’ is not considered an application but as a supplement to the application. Unofficial transcripts will be accepted with the application, but official transcripts will be needed if appointed to the position. The college does not return application materials. Applications are available on our website at www.muskegoncc.edu/hr. To receive an application, call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, Michigan 49442; call (231) 777-0698; fax to (231) 777-0601; e-mail to HumanResources@muskegoncc.edu.

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need an accommodation of assistance in applying for this position, please contact Human Resources.

Muskegon Community College is an equal opportunity, institution and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.