



Job Title: College Counselor

Reports To: Counseling, Health and Wellness Director Department:
Student Services/Counseling, Health and Wellness

Classification: Staff, Full-Time 12 month, Benefits Eligible, Partially Grant Funded

LeMoyne-Owen College (LOC) is a four-year liberal arts college that provides a transformative experience for students with a goal of preparing them for future professional endeavors. We are a launching pad for success, no matter where a scholar is on their academic journey. The campus is located within the urban center of Memphis, Tennessee yielding a rich cultural vibrancy to our institution. We are situated in the heart of the historic Soulsville district where legendary artists once recorded soul classics at Stax Records. Notably, we are also Memphis' only historically black college with a history dating back to 1862 from where the leadership of Memphis has emerged.

Position Overview:

This position provides individual and group mental health counseling for students, performs assessments and evaluations and assists in crisis intervention and management.

Responsibilities:

- Provide personal, social, emotional counseling for students in individual and group counseling sessions.
- Assist students with academic planning and advising including the coordination of tutorial referrals and early warning follow-up.
- Assist students with developing an enhanced sense of belonging to LeMoyne-Owen College
- Participate in the registration process each semester.
- Serve as a liaison with other interfacing agencies and on-campus departments.
- Assist with the coordination of programs and opportunities that enhance the personal, social and safety well-being of each student.
- Assist with traditional College sponsored programs such as Convocation, New Student Induction, Freshman Seminar, Commencement, etc.
- Assist with the Student Leadership Development Course
- Coordinate the campus Alcohol and Drug Awareness Program
- Develop and conduct data-driven workshops applicable to the needs of the student body.
- Maintain complete confidentiality of student records and other information of a confidential nature.
- Participate in the College's Judiciary Council mediation, reprimanding, counseling, and intervention.
- Track students assisted for retention purposes, data collection and reporting.
- Other responsibilities as assigned to increase student retention.

Required Qualifications:

Bachelor's degree along with a minimum of three (3) years related experience. Master's preferred.

Knowledge, Skills & Abilities:

Knowledge relative state, federal, and academic policies.
Ability to direct and supervise Peer Counselors/Advocates.
Effective oral and written communication skills.
Ability to work flexible work hours as needed.

WORKING CONDITIONS AND PHYSICAL EFFORTS:

While performing the duties of this job, the employee is regularly required to sit, use hands, to talk, and to hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter stating your academic philosophy and how this position aligns with your future career goals
- Resume or Curriculum Vitae
- Unofficial Transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please