VACANCY

at
RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

| TITLE: Counselor (Part-Time)/20 hours per week |
| DEPARTMENT: Freshmen Year Experience Program (COPE Center) | DATE TO BE FILLED: Immediately |
| RANK OR POSITION AND SALARY RANGE: $12,000.00/8 months (September – April) |

**BRIEF DESCRIPTION OF RESPONSIBILITIES:** The applicant will serve as Counselor/Advisor in the Freshmen Year Experience Program. The applicant will be responsible for coordinating and monitoring the academic/attendance progress of Freshmen students. The applicant will work collaboratively with English, Reading, and Math faculty teaching in the ASP Program to ensure student success in mastering the required skills. The applicant will plan academic assessments for each participant. The applicant will teach College Orientation sessions as requested. The applicant will prepare information required of the early warning system on a daily basis. Additionally, the applicant will participate in on and off campus cultural event activities as requested. The applicant will report to the Chair of the Freshmen Year Experience Program.

**QUALIFICATIONS:** The applicant must have a bachelor’s degree. Preference will be given to applicants with work experience in teaching and working with academically under prepared students in a college setting. The applicant should have excellent communication skills and be able to work effectively in a highly visible area assisting students, faculty and colleagues. The applicant should also have good computer skills.

**SPECIAL INFORMATION:** The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest which address the expectations above to:
Ms. Patricia Pegues, Personnel Coordinator
Rust College
150 Rust Avenue
Holly Springs, MS  38635
Telephone: (662) 252-8000 ext. 4010 (Personnel Office) Fax (662) 252-8863
E-Mail: ppegues@rustcollege.edu

**CLOSING DATE FOR RECEIPT OF APPLICATION:** Open until a qualified applicant is found
**POSTING DATE:** 06/01/2013

Rust College is an equal opportunity/affirmative action employer