Counselor
Job Description

DIVISION/DEPARTMENT: Enrollment Management & Student Engagement  DATE TO BE FILLED: Immediately
REPORTS TO: AVP for Student Engagement  SALARY: Commensurate with Experience

SUMMARY
Under the supervision of the Associate Vice President for Student Success, this position seeks to support student success through the following functions: provides mental health counseling services to students; manages the Student Disability Services; and engages in institutional activities and committees.

RESPONSIBILITIES

PROVIDE MENTAL HEALTH COUNSELING SERVICES:
• Provide developmental and educational support to students in the form of short-term personal counseling;
• Conducts intake interviews, case recording and test interpretation that covers such situations as: treating emotional discomfort, coping with problems of anxiety, assisting in obtaining treatment for seriously disturbed students, providing crisis intervention and group counseling services for a similar variety of student concerns;
• Maintains accurate records and proper confidential files and reporting for counseling services;
• Assesses effectiveness of services through program evaluation.

MANAGE STUDENT DISABILITY SERVICES:
• Ensures compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to students with disabilities;
• Serves as the primary liaison to the Office of Civil Rights under the U.S. Department of Education;
• Develops and maintains disability service provider contracts and confidentiality agreements;
• Communicates accommodations with faculty as needed on behalf of students;
• Maintains a database to provide relevant data and information for reporting.
• Also, ensures timely filing of all required compliance reports
• Designs and presents training to faculty/staff on the ADA legislation and law, and how to identify and accommodate students with disabilities in the classroom and on campus as well as for students using adaptive equipment and software;

ENGAGE IN COLLEGE AND COMMUNITY SERVICE:
• Collaborate with colleagues for development and to share best practices.
• Serves on College committees and performs other job-related duties as assigned.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE.
• Demonstrate professionalism and customer service in accordance with the College’s values.
• Demonstrate professionalism, positive working relationships, quality customer service.
• Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment.
• Exhibit flexibility, willingness to learn, ability to adapt to change and maintain current technology skills.

REQUIREMENTS
• Minimum of a Master’s Degree in mental health counseling. The degree must be from an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation; Current licensure as a mental health counselor i.e., LPC or LPCC
• Minimum of three- to-five years of higher education work experience
• Evidence of continual professional development in the field of concentration

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.
ABOUT US
Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college represents diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER
Rust College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The college does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices.

TO APPLY
Persons interested in the above position should submit a resume along with a letter of interest to:
careers@rustcollege.edu

Mrs. Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date: Open Until Filled
Posting Date: 11/2021