

Disabilities Advisor Part-Time

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

Posting Date: October 9, 2009

Location: Primarily High Point GTCC Campus but may be assigned to any campus

Appointment Period: Part-time 20 hours per week. Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary: The Disabilities Advisor is responsible for providing services to students with disabilities. The primary work site is the High Point Campus on a part-time basis, twenty hours (20) per week, but may be assigned to other locations as needed. This person provides intake, analyzes documentation to determine appropriate accommodations, maintains confidential student records, provides academic and personal counseling, networks with and refers to outside agencies, acts as a resource for faculty and staff, and provides training. In addition, this position is responsible for providing information and coordinating services for students with ADHD, psychological, and mobility disabilities and other health impairments. Other responsibilities include supporting divisional and institutional activities. This person also provides support and assistance as needed in the High Point Advising Center.

Qualifications: Bachelor's degree in Social Work, Special Education, Psychology or closely related field is required.

Experience working with disabled students, specifically learning disabled students, in a post-secondary setting is preferred.

General knowledge of the community college mission and philosophy is preferred.

Exhibited skills in counseling techniques, interpersonal relations, communications, administration, academic advising, and educational planning.

Computer literacy is required.

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript.

Application for Evaluation is available at International Education Evaluations, Inc.

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE