



Staff Vacancy

POSITION: Counselor

EEO# RD 15-17

RESPONSIBILITIES:

- To counsel and advise students with disabilities who may also be first generation and low income in areas of career choices, financial aid, and academics – i.e. scheduling, tutoring, university procedures, university resources, etc. in order to aid students in maintaining enrollment and ultimately receiving a baccalaureate degree from a four-year, post-secondary institution.
- To implement supportive services and proposal activities in accordance with the regulations of the Department of Education and the University of Louisiana at Lafayette.
- To provide graduate school and transfer counseling to those students who are planning to transfer to continue their post-secondary or post-baccalaureate studies at other universities.
- To provide informational sessions in group settings on topics of interest including financial aid, budgeting, financial literacy, etc.
- To document services appropriately and keep records in order.
- To assist in the preparation and writing of grant proposals.
- To perform any other responsibilities deemed appropriate by Project Director to comply with the goals and objectives of the grant.

QUALIFICATIONS:

Earned Master's degree required in Communications, Social Work, Education, Counseling, Rehabilitation, or other related field. Two years experience in working with low-income/first-generation/disabled students..

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: Earliest possible date

APPLICATIONS:

A résumé, three letters of recommendation, and transcript materials must be received for consideration by 5:00 p.m. on September 27, 2017. Please email application materials to: slm7267@louisiana.edu

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>