

**C2C Academic Coach
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=235877>

Downloaded On: Jul. 16, 2024 1:41am

Posted May 9, 2024, set to expire Sep. 8, 2024

Job Title	C2C Academic Coach
Department	School of Education & Psychology
Institution	Alcorn State University Lorman, Mississippi
Date Posted	May 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling/Human Services Educational Psychology/Behavior Analysis Education - General
Job Website	https://jobopps.alcorn.edu/postings/7090
Apply By Email	
Job Description	



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Knowledge Skills and Abilities

Knowledge of counseling theories and techniques, theories of learning and human development, and relevant intellectual growth, realistic self-appraisal, enhanced self-esteem, clarified values, career choice and achievement

Computer technology skills, including use of Microsoft Office Suite, email/internet applications, and student information systems

Excellent communication skills, verbal, written and interpersonal

The ability to teach post-secondary students to make sound education planning decisions and develop academic plans

Essential Job Functions

Advises and counsels C2C students, monitoring their overall academic progress through mandatory advising sessions

Maintain confidentiality of student records

Provide accurate information to undergraduate students regarding degree requirements, academic standards, and graduation requirements

Guide students with course selection and scheduling

Assist with problem-solving

Provides proactive and intrusive advising interventions for students, including referral and follow-up with other campus resources

Documents the student advising history electronically

Liaison between university schools and colleges

Collaborative with academic affairs and other key stakeholders on retention and progression



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Qualifications

Master's degree in Counseling, Education or related field
Two-three(2-3) years' counseling or advising experience



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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