CENTRAL TEXAS COLLEGE EUROPE CAMPUS

EMPLOYMENT OPPORTUNITY

POSITION: Academic Counselor – Full-time, Multiple positions.

OPENING DATE: 20 October 2015

START DATE: 01 January 2016

LOCATION: Kuwait (Camps’ Arifjan, Bühring, & Patriot)

SALARY: $20.00 /hour + HWA

BENEFITS: Full-time position, federal holiday pay, paid sick leave and vacation, enrollment in pension plans, plus educational benefits after completing specific employment periods.

EDUCATION: Bachelor’s Degree from a regionally accredited college or university is required. The degree shall include or be supplemented by at least twenty-four (24) semester hours in one or a combination for the following disciplines: Test & Measurement, Adult Education, guidance and Counseling, Career Planning, or Occupational Information.

EXPERIENCE: At least six months in a position requiring frequent public speaking and/or briefings. Have working knowledge of U.S. educational programs and Veteran’s Administrative educational policy.

REQUIREMENTS: Must possess a Bachelor Degree from a college or university that is accredited by a regional accrediting agency recognized by the U.S. Department of Education; hold US Citizenship or a valid Social Security Number to qualify for a security clearance; speak English clearly and communicate accurately; follow instructions accurately with good attention to detail. Training in or a good working knowledge of computer software and office procedures as further defined by the Education Center or Navy College Manager.

DUTIES: Provide counseling services in accordance with Veterans’ Administration educational policy; Service policy/program guidance, local SOPs and other pertinent policy; perform a variety of academic counseling services in support of educational programs and activities conducted at an Education Center/Navy College, to include assisting customers in establishing educational goals, developing plans to achieve those goals, and monitoring progress toward those goals.

APPLY TO: Central Texas College - Europe Campus
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TRANSCRIPTS MUST BE ON FILE OR PROVIDED WITH APPLICATION

Central Texas College does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age or veterans status.