## Learning Support Counselor Senior

**Job Number:** 41589

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>Tempe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
</tr>
<tr>
<td>Grant Funding</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td>Close Date</td>
<td>May 21, 2018</td>
</tr>
</tbody>
</table>

### Job Description

The Mary Lou Fulton Teachers College seeks a highly motivated, creative, and adaptable individual to join the Office of Student Services. As part of our newly redesigned team, the Learning Support Counselor promotes an environment that increases learning, persistence, and graduation by holistically addressing students’ university experiences. The Counselor of Learning Support provides educational guidance, support, and assistance using a variety of techniques to create personalized interventions, coaching, and support services (both academic and non-academic) for all undergraduate students. The Learning Support Counselor will engage students throughout their program to help students actively develop the skills they are learning in coursework and pursue additional support as needed. The new asset-based structure fosters intentional relationships between faculty, staff, and students to support students’ mental well-being, financial understanding, and engagement/involvement with the college and the community both in and outside of the classroom.

### Essential Duties

- Conducts one-on-one meetings with students to develop learning, and life strategies that promote student success, specifically focusing on developing skills in goal setting, creating study plans, preparing for tests, utilizing individual learning styles, and other student success skills and strategies.
- Works closely with other university departments and offices to provide institutional resources, assistance, and guidance to students to overcome barriers to student success including Disability Resource Center (DRC), TRIO, and Pat Tillman Veterans Center.
- Fosters the development of critical and creative thinking skills, problem-solving, learning strategies, and inter-and intra-personal skills to result in improved success in and outside of the classroom, more connections to the campus community, and emphasis on future goals.
- In collaboration with advisors, assists students with establishing and planning schedules, recommending courses and determining appropriate education solutions to overcome barriers to student success.
- Manages, monitors, and uses available early alert systems, to create intervention strategies and resolve student issues.
- Identifies policies and processes that create barriers to student success and work with the Executive Director to address and resolve those system-level issues.
- Collaborates with faculty to support student learning.
- Develops and facilitates classroom presentations and workshops, meetings or conferences with high impact on program and/or participants; coordinates logistics, scheduling and participant communications.
- Develops and schedules a program/event work plan in accordance with specifications, objectives and funding limitations.
- Tracks student interactions and completes assessment reports.
- Engages in professional development activities to maintain licensure/certification.
- Performs administrative tasks as assigned.

**Minimum Qualifications**

Master's degree in Clinical, Counseling Psychology, Social Work, or Marriage and Family Therapy; AND five (5) years of experience providing psychological mental health counseling and therapy to college students; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Licensed eligible as a professional counselor, clinical social worker or marriage and family therapist in the state of Arizona.

**Desired Qualifications**

- Experience in academic advising, coaching, counseling, tutoring and/or teaching, student development/youth development, educational.
- Experience working with diverse students in a college/university setting.
- Experience establishing and maintaining effective working relationships with students, staff, and faculty.
- Experience with program development, coordination, implementation, and assessment.
- Demonstrated knowledge of student development theory.
- Experience promoting university student programs and services; effective presentation and public speaking skills.
- Experience utilizing various types of technology to include Microsoft Office applications (i.e., Word, Excel, PowerPoint, Outlook) and web-based data systems.
- Experience with Peoplesoft, Salesforce CRM, ASU Retention Dashboards, MyReports/Analytics site.
- Evidence of effective written and verbal communication skills.
- Experience in work that requires attention to detail.
- Demonstrated knowledge of the methods, techniques and procedures of psychological counseling and therapy.
- Demonstrated knowledge of the methods, techniques and procedures of psycho-educational outreach and consultation.
- Demonstrated knowledge of college student population and student development principles and practices.

**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse;
- Required to stand for varying lengths of time and walk moderate distances to perform work
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions
- Frequent travel to other campuses.

**Department Statement**

Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor’s,
master’s and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

- Pursue excellence at scale to achieve impact
- Exercise leadership through innovation
- Champion diversity of people and ideas
- Share responsibility for the strength of communities

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

**Instruction for ASU Online Employment Applications**

Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to Jobs at ASU.

- Select **External Staff Job Opportunities** if you’re not currently an ASU employee (you must create an account or enter existing account information).
• Select Internal Staff Job Opportunities if you’re a current ASU employee.
• Enter Requisition ID 41589BR in the Search box.
• Click the red job title to view the entire job description.
• To apply, select the check box to the left of the job title and click on **Apply to job(s)** at the bottom of the screen.
• Click **Let’s get started** to begin the application process