

Elizabethtown Community & Technical College

Program Facilitator – Student Support Services Program: The full-time Facilitator provides confidential personal, academic, career and transfer counseling, is in charge of all cultural enrichment activities, financial aid assistance and appropriate referrals for students meeting the selection criteria of the student services program. Duties: Identify and select program participants and maintain a minimum number of participants yearly; provide or coordinate supportive services and follow-up with participants; assess student needs to make referrals to agencies, as well as assisting Director with writing grant proposal. Minimum requirements: Master's degree in Counseling or related field; recent experience with post-secondary students, and/or work with community service agencies, and/or experience with people of diverse cultural, heritage and learning styles. Must possess strong communication skills, familiarity with computers and financial aid programs; ability to analyze and interpret statistical data. Position contingent on grant funding.

Applicants must submit the following: A current resume summarizing education and experience, KCTCS Staff application (available online at <http://www.Elizabethtown.kctcs.edu>), copies of college transcripts and three letters of recommendation. Official college transcripts will be required at a later date.

Applications will be reviewed after: **January 28, 2008**
Position open until filled.

Send application materials to:

Elizabethtown Community & Technical College
Human Resources
600 College Street Road
Elizabethtown, KY 42701
(270) 706-8412
Kris.Wood@kctcs.edu

KCTCS/ECTC is an equal opportunity employer and education institution. Women and minorities are encouraged to apply.