

Berkshire Community College



Berkshire Community College - Academic Counselor - TRIO Advisor/Coach

[Add Job to Template Library](#)

Thank you for considering Berkshire Community College in your search.

About Berkshire Community College:

Berkshire Community College (BCC) has the distinction of being the first community college established in the Commonwealth of Massachusetts. Nestled in the scenic Berkshire Hills, our nearly 2,000 students have access to a wide range of career and transfer programs on our newly renovated campus. Occupying a scenic 180-acre property, just minutes from downtown Pittsfield, Massachusetts, BCC provides students from a broad range of cultural and socioeconomic backgrounds with an intimate learning environment, small class sizes, and much opportunity for interaction with faculty. Berkshire County was home to many forward-thinking historic figures including, W.E.B. DuBois, Susan B. Anthony, and Elizabeth (Mumbet) Freeman, all of whom were pioneers of social justice. The Berkshires contain both rural and urban elements, combining a beautiful natural environment with world class museums and other cultural opportunities. Pittsfield and Berkshire County continue to evolve, with immigrants from over 70 countries now calling the Berkshires their home. BCC seeks to recruit diverse employees who embrace, as well as demonstrate, a commitment to diversity and inclusion and whose experiences and perspectives model the opportunities and success derived from a college education.

Job Description:

Position Overview: TRIO Student Support Services is a federally funded program designed to support students who are low-income, have a disability, or are first-generation college students. TRIO provides academic (including coaching, supplemental tutoring, career, and transfer services), as well as personal support to help students achieve their dreams.

The TRIO Academic Counselor at Berkshire Community College is responsible for providing academic support to TRIO students to help them identify and meet their educational goals, as well as assisting with the day-to-day administrative management of the program.

Some of the duties of the role include, but are not limited to:

Serving as an academic success coach for a caseload of TRIO students throughout the academic year:

1. Provide coaching to an assigned caseload of TRIO students regarding their academic, career, and/or personal goals.
2. Monitor student progress using Mid Semester Warning Grades and EAB Progress Reports, as guiding documents, along with other tools as requested.
3. Communicate with students; keep them informed of TRIO programming and other beneficial campus programs and important dates.
4. Help students build their self-advocacy skills and success strategies.
5. Work with faculty of students experiencing academic difficulties.
6. Refer students for additional support services, when necessary.
7. Develop and implement individualized learning plans created with participants.
8. Provide supplemental tutoring.

Category: Staff
 Subscribe:  
 Department: Student Affairs: TRIO
 Locations: Pittsfield, MA
 Posted: Apr 26, 2023
 Closes: May 12, 2023 - 11:59 PM EDT
 Type: Full-time
 Ref. No.: PV#23-070
 Position ID: 161620



 Share

Compiling, monitoring, and assessing student data:

1. Serve as primary manager of student database.
2. Ensure that student files are regularly audited for accuracy and compliance.
3. Prepare data reports for the center, as needed.
4. Keep track of students who attend events and effectively record data.
5. Oversee surveys conducted by the office, including the student satisfaction survey.
6. Record student appointments, notes, and progress in appropriate college approved software.

Interacting with various agencies/individuals on campus:

1. Attend college meetings and college-related events.
2. Serve on campus committees.
3. Communicate with supervisor, employees, other departments, students, faculty members, other school officials, the public, local businesses, outside agencies, auditors, vendors, and other individuals to coordinate activities, review status of work, exchange information, or resolve problems.
4. Serve as a positive, professional representative of the work of TRIO.
5. Collaborate with colleagues in supporting student success.
6. Support recruitment and retention efforts.

Maintaining professional knowledge in applicable areas and utilizing current and emerging communication technology and software that support student success:

1. Maintain a working knowledge of the TRIO Grant.
2. Maintain current knowledge of applicable state, federal and local laws/regulations.
3. Attend professional development workshops and training sessions related to TRIO.

Coordinating events, programs, trainings, talks, and workshops.

This list of essential functions, as outlined herein, is intended to be representative of the general tasks performed; other related duties may be assigned as necessary to meet the needs of the students.

Requirements:

- Master's Degree in higher education administration, developmental education, counseling, or relevant discipline.
- At least 3 years of coaching, academic advising, teaching, tutoring, programming, and/or training experience, preferably in a community college setting preferred; or equivalent combination of education and experience.
- Excellent communication, interpersonal, and organizational skills.
- Strong technology skills.
- Data management experience.
- Experience working with developmental education students in a teaching, tutoring, and/or advising capacity preferred.

- Experience working with academically disadvantaged students who are low-income, first-generation and/or identify as having a disability or being differently abled. Experience working in or with a TRIO program is a plus.

People who are low-income, were first generation college students, and/or who have disabilities encouraged to apply.

Additional Information:

- Source of Funding: TRIO Grant
- Salary: \$59,244 - \$64,111 per year (per MCCC Contract); Grade 5; Full-time; Benefited
- Area of Assignment: TRIO
- Effective Date: July 2023

Pursuant to the Clery Act of 1990 a copy of [Berkshire Community College's security report](#) is available on the BCC Website.

COVID-19 Vaccine Requirements: Berkshire Community College employees must be in full compliance with the Employee COVID Vaccination Policy. For information about this policy, please see the [COVID page of the College website](#).

BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all

people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to Affirmative Action Officer, and Coordinator of Title IX and Section 504, Susan B. Anthony Annex Building, Room A19.

Application Instructions:

To apply, submit your cover letter and resume by visiting the [Berkshire Community College Job Board](#). Finalist candidates will be asked to submit a list of three professional references (an additional 1-2 student references preferred but optional).

Closing date: May 12, 2023