**POSITION ANNOUNCEMENT**

**POSITION: Dual Achievement Counselor (Marietta Campus)**

**POSITION DESCRIPTION:** The position is a 6-year, grant-funded position, working exclusively with Dual Achievement Program students. This position will develop and provide direction for students’ academic, social, and emotional well-being, participate in the orientation of students to the program, work to ensure a seamless transition for students entering the program, and provide and refer support services to Dual Achievement Program students. The position will support the Director of the Dual Achievement Program and serve in place of the Director, when needed, including at applicable meetings. The Dual Achievement Counselor has a key role in decision-making and procedure development. The position assists the Director in planning, developing, and administering the overall operations.

The Dual Achievement Program will provide individuals between the ages of 16 and 21, who meet certain criteria, the opportunity to enroll in the Dual Achievement Program and achieve a college-issued high school diploma in conjunction with successful completion of a college technical program.

**MAJOR DUTIES:**

**PROGRAM SUPPORT**

* In accordance with local and state policies and procedures, assists the Director of the Dual Achievement program with the development and implementation of instructional services, including student intake and assessment, recruitment, and retention planning.
* Works with instructional and administrative personnel to identify professional development opportunities.
* Collaborates with faculty to develop strategies to help improve student success.
* Ensures effective and informational communication flow to prospective and current students.
* Assists with professional Development

**STUDENT DEVELOPMENT**

* Initiates individual and group sessions for students' social and academic concerns.
* Works with students, parents, and staff to identify student needs and interests and makes academic plans to help the student achieve graduation goals.
* Conducts graduation counseling sessions to help students develop competency in academic achievement and career and educational development.
* Conducts counseling services with students for academic or motivational concerns and refers students to appropriate college support services.

**ADMINISTRATIVE**

* Reviews high school transcripts to determine student eligibility and needed high school coursework.
* Collects, organizes, and analyzes a variety of information to help students synthesize their interests, aptitudes, abilities, and personality characteristics for career and educational planning.
* Assists with acquiring and maintaining COGNIA accreditation and any other secondary education accreditations.
* Ensures the consistent exercise, review, and revision of academic policies, procedures, rules, and regulations.
* Identifies and implements procedures to evaluate student progress.
* Oversees the maintenance of student records and student data.
* Maintains knowledge of the Dual Achievement Program and provides updates to leadership as needed
* Works to ensure the consistent exercise of federal, state, college, and TCSG policies, procedures, rules, regulations, and other criteria or guidelines.
* Promotes the Dual Achievement Program to K-12 partners, public and private organizations, organizes advisory committees, and is involved with community partners associated with the Dual Achievement Program.
* Oversees and works with the GA Futures website to administer Dual Enrollment Funding.

**SUPERVISORY**

* Makes expeditious and sound decisions on issues related to the performance of duties and responsibilities within the position’s authority and the organizational structure of the college.
* Works with Human Resources personnel to coordinate new staff hires; verifies appropriate qualifications.
* Supervises administrative personnel.
* Conducts annual performance reviews.
* Coordinates with the Director of Dual Achievement to deal with personnel issues.
* Maintains frequent contact with and/or visitation to all appropriate college facilities as assigned.
* Ensures adherence to faculty/staff work schedule and office hours.
* Deals with any student issues that arise in the department as necessary.

**OTHER DUTIES**

* Serves on appropriate college standing and ad hoc committees.
* Maintains an appropriate professional, community, and leadership presence, behavior, and image.
* Other responsibilities as directed by the Director of the Dual Achievement Program.

**MINIMUM QUALIFICATIONS:**

* **Baccalaureate Degree required in a course of study related to the occupational field.**
* **Minimum of three years of experience in a K-12 or two-year college academic setting.**
* **Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three years of experience or service.**
* **Possession of or ability to obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.**

**PREFERRED QUALIFICATIONS:**

* **Master’s degree in Education or a field of study closely related to the occupational field.**
* **Documented work experience as a K-12 school counselor or college advisor.**
* **Resides in one of Chattahoochee Technical College’s service area counties.**

**SALARY/BENEFITS:** $51,373.38 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** This position offers limited telework eligibility, subject to supervisory approval.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: August 2025**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***