

The mission of the College is "Setting Bermuda's Students on the Paths to Success". We are looking for dynamic and creative professional to join our team of faculty and staff. We are a Community College with a student body of traditional and non-traditional students.

COUNSELLING & CAREER DEPARTMENT

COUNSELLOR

Responsibilities: The Counsellor works under the direction of the Director of Counselling and Student Activities to provide counselling and career guidance services to students and members of the community to help them determine their academic, vocational and personal objectives. The Counsellor must understand the principles, objectives, and philosophy of counselling, career guidance and student support services in relation to the community college environment. He/she must have sensitivity to the diverse educational and socio-economic backgrounds of current and potential students. The Counsellor may also participate in student affairs activities by providing advisory services to registered student organizations and by facilitating college skills courses designed to support transition into the College environment.

Specific responsibilities for this position include:

- The provision of educational, career, individual and group counselling to the student body
- Collaborating with the student as well as members of staff to identify, mitigate and/or remove factors that negatively impact success in the areas of academic, vocational or personal achievement
- The provision of educational and career counselling to members of the community
- The provision of psycho-social assessments, career assessments, and skill assessments to identify and address student needs
- Conducting intake interviews with new students and participation in the development and implementation of Freshmen Orientation
- Planning and facilitating college skills courses and related skill development workshops
- Case management for a student caseload (150+) including referrals to internal services and external agencies as needed
- Assisting with the transfer to 4 year institutions by providing support during the exploration, application, and scholarship application phases of the process
- Assisting with transition into the workforce by collaborating with the Student Employment Coordinator to assess workforce development skills
- Supporting the invigilation of external examinations (includes Saturday invigilation) and other college sponsored activities as needed

Skills & Qualifications: The post holder must possess a Master's Degree or equivalent in Counselling or related discipline from an accredited institution with demonstrated knowledge of counselling theories and practices. Post holder must possess counselling experience preferably at the post-secondary level with a minimum of three (3) years' experience working with adults and groups, conducting psycho-social assessments and other related psychometric experience. In addition, the Counsellor must possess excellent communication and interpersonal skills, engender respect, trust and confidence and be able to work independently and as a member of a team.

Salary: The salary range is PS 31 – 33 (\$101,587.38 - \$108,637.19)

LIBERAL ARTS DIVISION

ADJUNCT RELIGIOUS STUDIES LECTURER

Minimum Qualifications: Applicants must possess a Master's degree from a recognized institution in the academic discipline noted. In addition a minimum of two (2) years teaching experience at the college/university level is preferred.

Duties and Responsibilities: Duties will include teaching the following courses: REL 1101 Introduction to Religious Studies I – A comparative study of primitive religions, Hinduism, Buddhism, Chinese and Japanese religions and REL 1102 Introduction to Religious Studies II – A comparative study of Judaism, Christianity and Islam.

Salary: Adjunct Lectures are paid per credit hour. The current rate per credit hour is \$1,240.80

Resumes should be submitted to: Lauren Alleyne, Officer, Human Resources & Development, Bermuda College, P.O. Box PG 297, Paget PG BX, Bermuda or humanresources@college.bm

Please send, along with your resume:

Official transcripts, copies of certificates and two (2) written work references with contact information. When contacted these persons should be competent to assess from their experience, your qualifications/experience. Also provide two (2) recent written character references.

IMPORTANT: Resumes will not be processed without requested references attached.

Closing Date: May 9, 2013