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Idaho Falls, ID  
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<http://www.cei.edu/hr>

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Non-Classified Opening

# ADVISOR/COUNSELOR FOR TRADES

## Non-Classified Classification

### College of Eastern Idaho

**Open for Recruitment:** Open until filled. First application review will be held the week of May 25, 2018 – interested candidates are encouraged to apply as soon as possible.

**Salary Range:** \$36,000 - \$45,000 Annually - Full Time

**Location(s):** Idaho Falls

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

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#### GENERAL STATEMENT OF FUNCTION:

Provides in-depth counseling and referral services for potential and current students.

#### EXAMPLE RESPONSIBILITIES:

- Provides in-depth counseling and referral services for potential and current students to include: available college courses and programs, step-by-step admission procedures, academic and/or practical skills expectations, course requirements, CEI school policies, etc.
- Administers and interprets interest inventories, placement testing, Career Information System, other survey and testing programs
- Assists students in employment and career-selection decisions
- Coordinates student enrollment with student services and faculty; provides crises intervention, short-term counseling and referrals to community resources as needed
- Maintains currency on CEI available courses of study, student policies, student fees, available student resources, etc.
- Attends education and counseling related workshops and seminars, attends program advisory committee meetings, assists with graduation ceremony, assists with planning and scheduling events in annual calendar.
- Provides in-depth advising for Mechanical Trades and Business Office Technology Programs and the pre-requisites and entry tests for these programs.

#### MINIMUM QUALIFICATIONS:

- Master's degree in guidance and counseling or closely related or completion of a master's degree before position starting date
- Experience in working with diverse populations under minimal supervision

- Demonstrated excellence in written and verbal skills, and interpersonal relation skills
- Demonstrated knowledge of personal/vocational counseling theories and current career development theories
- Ability to obtain State of Idaho Vocational Guidance Certificate

**ADDITIONAL DESIRED QUALIFICATIONS:**

- Two years' experience in a post-secondary education environment; organizing and prioritizing workload
- Knowledge of Idaho post-secondary education policies and procedures
- Knowledge and experience with disabilities services.

**HOW TO APPLY:**

Electronically submit a completed application packet (**in .pdf or Word format**) to [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.**

For additional questions contact: Human Resources at (208) 535-5495 or by email at [hr@cei.edu](mailto:hr@cei.edu)

*AA/EOE/ADA*

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.