

Position: Assistant Dean of Student Development/Counselor

Location: North Campus, Brooksville

Appointment type: Full-Time

Salary range: \$ 59,528 - \$62,504.40 annually

Date posted: February 3, 2012

Closing date: February 17, 2012

DESCRIPTION: YES

SUMMARY OF BENEFITS: YES

Required qualifications: Master's degree in Counseling or related field; degree must be from a regionally accredited institution; satisfactory criminal history background check; must be able to work evening hours.

Preferred qualifications: Doctoral degree; two (2) years of counseling in a postsecondary institution; academic advising skills; excellent interpersonal skills.

APPLY ONLINE no later than the February 17 application deadline at www.phcc.edu/jobs.

ALL SUPPLEMENTAL / ADDITIONAL APPLICATION MATERIAL MUST BE UPLOADED VIA THE ONLINE APPLICATION SYSTEM. The supplemental / additional application materials required are: (1) a cover letter, (2) a current resume, (3) copy of transcripts, and **must** be uploaded and attached to the online application **before midnight of the application deadline date**. The application review process can be initiated with the copies of transcripts; however, official transcripts must be received before the interview. **Have official transcripts sent to the Human Resources Office (address below).**

Pasco-Hernando Community College
Attn: Human Resources Office (Job #0157)
10230 Ridge Road
New Port Richey, FL 34654-5199

ALL APPLICANTS MUST SUBMIT AN ONLINE APPLICATION, COVER LETTER, RESUME AND TRANSCRIPTS NO LATER THAN FEBRUARY 17. No other submitted materials will qualify you to be considered for this position. For help with online applications, call 727-816-3169 or 727-816-3425.

EOE/ADA Compliance