MORRIS COLLEGE

POSITION ANNOUNCEMENT: UPWARD BOUND COUNSELOR

Sumter, South Carolina | Office of Human Resources

POSITION OVERVIEW

Morris College invites applications for the position of Upward Bound Counselor. The Upward Bound Counselor represents the project to participants, parents, target school counselors, and administrators via school visits. This role is primarily responsible for maintaining program records, developing and implementing individual success plans for participants, and consulting with target school counselors, students, and parents to support and track student progress.

KEY RESPONSIBILITIES

- **Student Support & Success Plans:** Develop, maintain, and execute individual success plans for participants; implement proactive strategies for improving student academic and personal success.
- **School & Community Engagement:** Visit target schools in the Upward Bound Program; build and maintain professional working relationships with parents, community members, high school faculty/counselors, and college faculty/counselors.
- **Counseling & Advising:** Administer and interpret diagnostic materials; conduct follow-up procedures relative to counseling; advise students regarding college entrance requirements, admissions procedures, retention standards, and attendance.
- **Staff Supervision:** Supervise the work and daily duties of all Residence Hall Counselors assigned to the Upward Bound Program.
- **Recordkeeping & Compliance:** Ensure appropriate data and materials are securely maintained in individual student folders with strict confidentiality; track student attendance; prepare and submit detailed monthly reports on counseling activities.
- **Other Duties:** Perform additional position-related duties as assigned by the immediate supervisor.

REQUIRED QUALIFICATIONS

- **Education:** Bachelor's degree in counseling, education, human services, or a closely related field (Master's degree preferred).
- **Experience:** Successful experience working with young people, preferably with backgrounds and in circumstances similar to Upward Bound participants.
- **Counseling Skills:** Demonstrated success in individual and/or group counseling.
- **Communication:** Proven ability to communicate effectively with students, target school officials, and parents.

APPLICATION PROCEDURE

Interested candidates should submit a complete application packet consisting of a cover letter, résumé, three letters of recommendation, and official academic transcripts.

Email: alawson@morris.edu
Mail: Office of Human Resources, Morris College
100 W. College St., Sumter, SC 29150-3599

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