



Nueta Hidatsa Sahnish College

Position Description

Retention/Disabilities Counselor

POSITION: Retention/Disabilities Counselor

DEPARTMENT: Student Services

ACCOUNTABLE TO: Vice President of Student Services

PAY RANGE:

LOCATION: New Town, ND Campus

CLASSIFICATION: Regular, Full-Time

FLSA STATUS: Exempt

POSITION SUMMARY:

The Retention/Disabilities Counselor provides holistic counseling and support to NHSC students; reviews disability documentation submitted by NHSC students to determine and then implement reasonable accommodations, in accordance with federal regulations; helps provide foundational skills for being a successful college experience from onboarding to enrollment to registration to college completion; oversees, monitors, and updates the Jenzabar retention module; and holds regular events to promote student success.

Job Requirements:

Knowledge: This position requires a broad knowledge of college counseling, accommodations for disabilities, retention best practices and an understanding of current national laws and issues in higher education.

Skills: This position requires well-developed written and oral communication and organizational skills and the interpersonal relations skills appropriate for regular and intensive interaction with diverse audiences, populations, and individuals. Computer technology, resource distribution, and budget management skills are also required.

Abilities: The ability to interact and work effectively, both independently and collaboratively, with college administrators, faculty, advisors, staff and students as well as with diverse off-campus communities is essential. Developing policies and procedures, facilitating the implementation of accommodations for students with disabilities and counseling all students toward persistence, retention, degree completion and career readiness are abilities essential to this position. Oversight and monitoring the Jenzabar retention module is key to this position.

Required/Preferred Education and Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A master's degree in psychology, counseling, special education or education, preferably specializing in learning disabilities (Required)
- A PhD or EdD degree in psychology, counseling, special education or education, preferably specializing in learning disabilities. (Preferred)
- Experience working with students in a higher education setting, with and without disabilities and special needs.
- Licensed or license eligible by the state of North Dakota as a Special Education Teacher.
- Experience working in higher education settings.
- Knowledge of disability laws and best practices (ADA, Section 504).
- Knowledge of student learning and operational assessment processes and procedures.
- Knowledge of assistive technology

- Familiarity with electronic calendar, record keeping, and electronic learning management systems (Jenzabar), specifically the Retention Module.
- Experience working with a diverse population with an emphasis on indigenous students in a tribal college environment.

JOB RESPONSIBILITIES:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Maintains confidentiality, regarding student information records and in accordance with FERPA regulations.
- Provides a variety of academic counseling and support services to NHSC students.
- Reviews disability documentation submitted by NHSC students to determine and then implement reasonable accommodations, in accordance with federal regulations, giving emphasis to “at risk” students including those requiring developmental needs and additional accommodations through the support of individualized students’ plans.
- Helps provide foundational skills for being a successful college experience from onboarding to enrollment to registration to college completion.
- Oversees, monitors, and updates the Jenzabar retention module.
- Receives information and documentation regarding students’ needs and disabilities.
- Coordinates and implements accommodations and resources for students in a confidential, dignified manner.
- Capably plans, implements and evaluates student retention programs and activities.
- Effectively represents the College to the community and outside organizations.
- Establishes and maintains effective working relationships with fellow employees, administrators, students, faculty and the public.

Work Environment: The functions of this position are primarily performed on the college campus and its entities; Position sometimes requires the employee to speak in a meeting, conference or training setting. Occasional travel is required for events and conferences.

Physical Demands: While performing the functions of this position, the employee is required to speak, hear and see, including close vision at a computer terminal. The employee is often required to sit and use hands and fingers to handle, write or key stroke. The employee is frequently required to stand, walk and reach when accessing physical files. The employee is planning and implementing college events that promote student success. *[The foregoing physical demands and work environment are representative of those which must be met to perform the essential functions of this position; however, reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions of this position.]*

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, cover letter, resume, and three (3) reference letters to:

Alisha DeCoteau

Human Resources Coordinator

Nueta Hidatsa Sahnish College

P.O. Box 490 / 220 College Drive

New Town, ND 58763

(701) 627-8090; Fax: (701) 627-3609 adecoteau@nhsc.edu

Applicant may also include a copy of degree of Indian blood if claiming Indian preference, and a DD-214 if claiming Veteran’s preference.