



# VACANCY

## St. John's College



St. John's College invites applications to fill the following position at the **junior college** division:

### Counselor

#### Responsibilities:

- Work under the supervision of the Dean to provide counseling services for students in all college division.
- Coordinate counseling programs for parents, community, and staff in the area of educational responsibilities, student performance, personal, family and social relationships, and parental education.
- Supervise assigned programs to monitor performance and achieve overall curriculum objectives.

#### Qualifications/Requirements:

- Minimum of a Master's Degree in Counseling from an accredited institution is preferred; a Bachelor's Degree in Psychology or Social Work will be considered.
- At least one year's experience in school counseling would be an asset.
- Sound knowledge of developmental processes in students; counseling techniques to facilitate problem solving and decision making; interpersonal communication techniques and behavioural management techniques.
- Familiar with the school curriculum.
- Able to function within legal and ethical constraints of the counseling profession.
- Self-reliant, creative, innovative, proactive, decisive, and enthusiastic.
- Strong commitment to mission, quality, and service to students.
- Excellent interpersonal and communications skills.
- High personal and professional standards.
- Computer literate.
- Ability to provide leadership, work as a team member, and be effective in relationships with others at all levels within the College.

Successful applicants will be expected to participate in orientation programmes and in SJC's continuous formation in accordance with the mission and goals of the College and the Catholic, Jesuit education.

**Remuneration:** In accordance with the Ministry of Education's pay scale.

Applications are due **Friday, 9<sup>th</sup> June 2023**

**Application:** Application form is available at the Office of the President or at [www.sjc.edu.bz](http://www.sjc.edu.bz).

Send or deliver completed application form along with cover letter, official sealed transcript, M.O.E medical & drug test, police record, certified copy of birth certificate or passport page, certified copy of social security card and certified copy of highest degree to:

**Human Resources**  
**St. John's College**  
**P.O. Box 548**  
**Belize City, Belize C.A.**  
**Tel: 501-223-3732/31**  
**E-mail: [hr@sjc.edu.bz](mailto:hr@sjc.edu.bz)**