

## POSITION INFORMATION

Position Title	Mental Health Counselor
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, June 2, 2025

## FOR ADDITIONAL INFORMATION

Contact	James Miller
Contact Title	Vice President for Student Services and Enrollment Management
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6267
Email	jmiller@eccc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

- Master's degree or higher in Counseling, Clinical Psychology, Social Work, or a closely related field from an accredited institution.
- Current and valid licensure (or license-eligible within 6 months of hire) in the state of MS as a Licensed Professional Counselor (LPC), or equivalent.
- Minimum of 2 years of post-master's clinical experience, including experience in crisis intervention.
- Demonstrated knowledge of ethical and legal standards in college counseling and mental health services.
- Strong interpersonal, written, and verbal communication skills.
- A strong commitment to treating all students fairly and with respect, especially those with diverse backgrounds.

### Preferred Qualifications

- Experience working in a college or university counseling center.
- Expertise in at least one of the following areas: trauma-informed care, substance use, LGBTQIA+ mental health, international student support, or racial/ethnic identity issues. Bilingual or multilingual skills.

### General Statement of the Function

The Mental & Emotional Health Counselor is a full-time, 12-month, professional staff position housed under the Vice President of Student Services/Enrollment Management Department. This position will be responsible for providing counseling for students with psychological/emotional/social, and academic concerns. This position plays a critical role in promoting mental health awareness and enhancing student success and retention through direct clinical services, mental health education, and campus-wide collaboration. The Mental & Emotional Health Counselor reports to the Vice President of Student Services/Enrollment Management.

### Duties and Responsibilities

1. Provide counseling services to students with psychological, emotional/social, and academic concerns;
2. Respond to student crises, including assessment, treatment, monitoring, and referrals;
3. Maintain timely and accurate records and correspondence related to students served;
4. Maintain accurate, timely, clinical documentation in accordance with ethical and legal standards;
5. Maintain confidentiality, positive communication, and an organized, safe working environment;
6. Collaborate with faculty, staff, and campus police department for training purposes with mental health, suicide prevention, etc.;
7. Participate and Coordinate professional development for faculty, staff, and campus police department for training purposes with mental health, suicide prevention, etc.;
8. Maintain or attain appropriate certification, licensure, or credentials; and serve on community, state and professional committees, councils and boards for outsourced resources;
9. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment;
10. Continually maintain open communication with assigned students and cultivate professional relationships with college departments;
11. Clinical knowledge and therapeutic techniques to facilitate student growth.
12. Evaluate the effectiveness of treatment/counseling in resolving identified problems and moving towards defined objectives set by student and counselor; and
13. Other duties assigned by the Vice President of Student Services;

# POSITION ANNOUNCEMENT

POA#: 1220

## APPLICATION DETAILS

Application Deadline	Friday, May 9, 2025	
Internal Applications	Friday, April 25, 2025 -	Friday, May 9, 2025
External Applications	Friday, April 25, 2025 -	Friday, May 9, 2025
Interviews Completed By	Friday, May 16, 2025	
Successful Candidate Notified By	Monday, May 19, 2025	

## WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

## REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

## THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

## EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

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