



Counsellor (Career Counselling)
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	October 2017
Type	Three-year contract with an option to renew
Salary	Negotiable
Employment Type	Full-time

Counsellor (Career Counselling)

The Department of Counselling Services is pleased to invite applications for the position of Counsellor (Career Counselling). This full-time appointment will begin 2 August 2018.

The Department is seeking to fill the position of Counsellor with specific emphasis on/training in career counselling and student development. The ideal candidate should have knowledge of career and academic counselling/coaching, academic advising, career and personality assessments, use of computer databases inclusive of testing and evaluating career/placement software, and trends/practices in the workforce. In addition, the candidate must possess strong organizational, interpersonal, communication and recruitment skills. The Department is responsible for delivery of the First Year Seminar, a required course in the University's General Education programme. In this course, which helps them make a successful transition to college life, students explore and practice methods useful for academic success and personal and social development.

Responsibilities. Teach the First Year Seminar course; provide outreach/engagement opportunities for students; partner with industry, public and private sectors (inclusive of career fairs, symposiums, workshops and internships); engage in research and scholarly activities; develop and participate in departmental projects; serve on departmental, university-wide and external committees.

Qualifications. Candidates must have an earned doctorate in Psychology from an accredited institution; a minimum of three years' experience in higher education; evidence of research and scholarship.

Setting. The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was

established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter describing how the applicant's professional qualifications and experience relate to the responsibilities of the position;
2. Copies of academic qualifications;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Three letters of reference;
7. Completed UB Application for Employment Form found at this link:
<http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-for-Employment-Faculty.pdf>.

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/document with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact provostoffice@ub.edu.bs.