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WE ARE HIRING!

Guidance Associate Qualifications:

- Graduate of AB/BS Psychology
- At least 2 Years of working experience in the related field is required for this position
- Preferrably currently enrolled in Master's program for Guidance and Counselling
- Willing to work at Mabalacat City

Position Information:

Type of contract: Contract of Service

Salary: PHP19,000 - PHP20, 000

Duties and Responsibilities:

1. Provide career counseling and educational information to students.
2. Facilitate structured learning experiences & focused group sessions.
3. Conduct trainings, seminars, workshops, and other related programs and activities based on the needs of the students.
4. Interview applicants for admission, dropping and returning students, and those for referrals/recommendations.
5. Assist the Guidance Counselor in supervising practicum or on-the-job training of students deployed in Mabalacat City College- Guidance Services Office.
6. Collect students' data and maintain students' cumulative records.
7. Prepare periodic reports, handouts, brochures and develop modules and other guidance forms/materials.
8. Coordinate with the academic department, parents, and other school personnel regarding students' concerns and other guidance related activities.

Interested applicants may submit their (1) resume, (2) intent letter and (3) Personal Data Sheet at charisse.morales@mcc.edu.ph