

**EOPS Counselor: Adjunct POOL (college/continuing
education)**

San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=225330>

Downloaded On: May. 18, 2024 9:21pm

Posted Nov. 8, 2023, set to expire Jun. 30, 2024

Job Title	EOPS Counselor: Adjunct POOL (college/continuing education)
Department	Counseling
Institution	San Diego Community College District San Diego, California
Date Posted	Nov. 8, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Adjunct Professor
Academic Field(s)	Administration - Other Administration - Counseling Services
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Job Description

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San Diego Community College District

Closing Date:

Position Number:

Location:

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District Wide

Position Type: Adjunct

The Position:

Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: EOPS Counselor: Adjunct POOL (college/continuing education)

Working Title: Adjunct faculty

Location: District Wide

Pay Information

At the time that an offer of assignment is made, proper salary placement is contingent upon receipt of OFFICIAL (sealed) transcripts and Verifications of Previous Work Experience (if applicable). Instructors with advanced coursework and/ or experience shall be placed on the appropriate class and step on the Adjunct College Salary Schedules, effective the first month following receipt (in Human Resources) of the official transcripts and Verifications of Previous Work Experience (if applicable). Initial salary placement will be at the first class/step until all required documentation has been submitted.

Click [here](#) for the current salary schedule or you may view the current salary schedule by using the "Salary Schedules" link to the left.

If you would like to open the link in a different tab or window, right click and select the option.

FLSA Status: Exempt (does not accrue overtime)

Position Type: Adjunct

Bargaining Unit: AFT/College Faculty

Range: (na)

Department: District Wide

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The Position

NOTE: The San Diego Community College District accepts applications for adjunct (part-time/substitute) positions for our three college campuses (City, Mesa, Miramar) and various College of Continuing Education centers on a continuous basis. However, it does not necessarily imply there are immediate openings. If you meet the required minimum qualifications, your application will be included in the adjunct pool for possible assignments in the fall, spring, and/or summer semesters of the academic year. Hiring departments utilize the adjunct pool when there is a need and will contact you directly should you possess the qualifications they are seeking. Applications are purged approximately one year from submittal, at which time you will receive an automated e-mail notice to re-apply if you wish to remain in the pool.

Part-time/temporary faculty positions offer flexible hours and the opportunity to assist a diverse group of adult students in achieving their educational goals. As one of the largest community college districts in southern California, we offer a wide range of opportunities in transfer, general education, vocational and occupational programs. These part-time positions are as-needed and applicants should live within commuting distance to San Diego.

Assignments may include a combination of day, evening, weekend, and/or off-campus classes.

Major Responsibilities

Adjunct counselors will be required to provide general counseling services to include the following:

- Perform educational advising, administer and interpret appropriate assessment instruments for prospective students; refer students to support as necessary.
- Inform students about college procedures, catalog use, regulations, fees, resources, special programs, and use of placement test scores.
- Assist entering students to complete a first-semester individual educational plan; and provide continuing students assistance in identifying appropriate academic and educational goals.
- Conduct individual career counseling.
- Provide career information to students as needed.
- Assist students in finding appropriate college and community resources to resolve problems, and crises, which interfere with their success as students.
- Provide counseling services for probationary and disqualified students; address and identify student learning problems in cooperation with the instructional program.
- Provide counseling and advisement services to special program students including students on financial aid, international students, veterans, students with disabilities, athletes, and students in

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various retention programs.

- Assist with the ongoing planning and implementation of the college Matriculation Plan.

Qualifications

MINIMUM QUALIFICATIONS

Degrees must be from regionally accredited institutions.

Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development, or the equivalent,

AND

EOPS counselors hired after October 24, 1987, shall:

(1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages

OR

(2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages

AND

In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

OR

The equivalent.

Desired Qualifications

Equivalency: If you do not possess the exact degrees listed above or if you anticipate receiving the

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required degree prior to the start of teaching classes, please complete a "Request for Equivalency Form" (link to the left) and attach it during the application process.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services([NACES](#)) or Academic Credentials Evaluation Institute, INC.([ACEI](#)). A copy of the evaluation must be submitted with your on-line application.

Licenses/Certificates/Credentials: *[If possess]* California Community College Counselor Credential *(valid for life)*

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Special Instructions to Applicants:

Working Conditions: Variable, depending on assignment.

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the district's expense (Clearance must be received prior to first day of employment); AND
- Present original documents for proof of eligibility to work in the United States.

Additional Information:

- Newly hired faculty members are required to submit official transcripts.
- All new SDCCD employees must provide a Certificate of Tuberculosis Exam for initial appointment, and must renew the certificate every 4 years as a condition of continuing employment.

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- Please note that an employee may be transferred to any site at the option of the Chancellor.

Posting Number: AJ00457

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- Assist entering students to complete a first-semester individual educational plan; and provide continuing students assistance in identifying appropriate academic and educational goals.
- Conduct individual career counseling.
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- Assist students in finding appropriate college and community resources to resolve problems, and crises, which interfere with their success as students.
- Provide counseling services for probationary and disqualified students; address and identify student learning problems in cooperation with the instructional program.
- Provide counseling and advisement services to special program students including students on financial aid, international students, veterans, students with disabilities, athletes, and students in various retention programs.
- Assist with the ongoing planning and implementation of the college Matriculation Plan.

Qualifications:

MINIMUM QUALIFICATIONS

Degrees must be from regionally accredited institutions.

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ethnic minorities or persons handicapped by language, social or economic disadvantages

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Desired Qualifications:

Licenses:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Counseling

San Diego Community College District

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