

Counselor
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245884>

Downloaded On: Oct. 19, 2024 6:24pm

Posted Sep. 26, 2024, set to expire Oct. 20, 2024

Job Title	Counselor
Department	Counseling
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 26, 2024
Application Deadline	11/01/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services
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Job Description

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Counselor

San Diego Community College District

Closing Date: 11/1/2024

Position Number: 007427

Location: San Diego Mesa College

Position Type:

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Academic

The Position:

Posting Details (Default Section)

Closing Date: 11/01/2024

Open Until Filled: No

Classification Title: Counselor

Working Title: Assistant Professor/Counselor with Program Coordination for Veterans and Military Affiliated Students

Location: San Diego Mesa College

Pay Information

Class 1, Step C - Class 6, Step C (\$6,933.44 - \$8,849.03) per month based on the 2024 AFT - COLLEGE Faculty Monthly Salary Schedule.

Initial salary placement for this Assistant Professor is commensurate with required education and related teaching experience as outlined in section A2.1 and A2.2 of the AFT Faculty Collective Bargaining Agreement and it is non-negotiable.

The District offers a comprehensive fringe benefit package including employer-paid medical, dental, vision plans, sick leave, and opportunities for professional development. This position is FLSA Exempt and may not accrue overtime. Benefits will be provided under the terms of the AFT-Guild, Local 1931 - Faculty Collective Bargaining Agreement. Annual Salaries will be recalculated for service less than a full academic year based on Education Code 87815, any required adjustment will be made with-in the first pay period. Travel reimbursement for interviewees traveling more than 200 miles, one-way, may be paid according to geographic location (see SDCCD Travel Stipend Policy, Rev 7/14/2011). The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

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Job Duration: 11 Months

Position Number: 007427

FLSA Status: Exempt (does not accrue overtime)

Bargaining Unit: AFT/College Faculty

Range: (na)

Position Type: Academic

Department: Counseling

The Position

From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for academic positions. The College is committed to academic excellence and diversity, equity, and inclusion among its faculty, classified professionals, staff, and students. As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and successful pathways for all of our students.

As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state-of-the-art facilities, and a world-class faculty, classified professionals, and staff. For 60 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to being a lead California Community College in graduating students with an Associate Degree for Transfer. We embrace the mission of community colleges and are committed to empowering our students to maximize their potential, leading to healthy and thriving communities.

We are adding new staff, classified professionals, faculty, and administrators who, alongside our stellar colleagues, will lead us into the future. If this opportunity sounds like the right fit for you, I encourage you to file an application for employment.

Applications are now being accepted for the position of Assistant Professor/Counselor with Program Coordination Assignment at San Diego Mesa College. This position will be housed in the General Counseling Department beginning January 2, 2025. Mesa College is located in Clairemont Mesa in San Diego and is one of three colleges in the San Diego Community College District. The Counselor is responsible for providing general and online counseling services, in addition to coordinating a

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counseling retention program for Mesa's military affiliated students. This is a 40-hour work week (30 on-campus & 10 off-campus), Monday through Friday, 11-month assignment. This is a restricted, non-tenure track position contingent upon funding.

Under the direction of the Dean of Student Development, it is the responsibility of all counseling faculty to participate in the planning, development, implementation, and evaluation of the student success programs, which provides resources to assist students in meeting their personal, educational and career objectives.

Counseling duties may include but are not limited to orientation to academic programs and services, educational and career advising, (including degree, certificate and transfer options), assessment, articulation, research, liaison with instructional departments, and outreach to other educational institutions.

Additionally, the position will require coordination of a counseling retention program to support Mesa's Veterans Services

While the current vacancy is at Mesa College, applicants should understand that they are subject to assignment at any District facility at the option of the Chancellor.

Major Responsibilities

Work to support Mesa's diverse student population by providing the following services:

- Assist Mesa College's diverse student population with the successful transfer, personal and career counseling, and educational goal completion.
- Serve as coordinator for a the counseling retention program for military affiliated students.
- Provide counseling and advising services to students of diverse backgrounds regarding transfer, degree, and career technical education program planning, career decisions, goal clarification, and personal life management.
- Provide information and guidance to students, faculty, staff, and the community to ensure the appropriate and successful transition of students to four-year colleges and universities and provide the necessary support.
- Facilitate student success, guided pathways, equity, and pre-enrollment services to students.
- Perform educational advising, administer and interpret appropriate assessment instruments to prospective students; refer students to support service and faculty to further assist them in determining appropriate educational goals.

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- Inform students about college procedures, catalog use, regulations, fees, resources, special programs, multiple measures, and the use of placement test scores.
- Assist students with the development of abbreviated and comprehensive education plans.
- Conduct individual and group counseling services in face-to-face and online formats.
- 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 programs and services.
- Provide counseling and advisement services to special program students including students on financial aid, international students, veterans, students with disabilities, and students in various retention programs.
- Assist with the ongoing planning and implementation of the college's Integration efforts, Success Equity and Achievement Program, and Guided Pathways to name a few.
- Participate in the evaluation of institutional practices and programs as they affect students; plan and conduct relevant research in areas such as academic skill levels, student attrition, and follow-up transfer.
- Teach Personal Growth courses, conduct orientations and workshops for students.
- Participation in campus-wide and district committees.
- Maintain cooperative work relationships across campus and departments.

Qualifications

Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling, OR

The equivalent.

(NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.)

Desired Qualifications

The successful candidate will have achieved:

- Ability to teach, facilitate individual and group sessions.
- Demonstrated knowledge of and/or experience in providing personal, academic, career, and online counseling/advising services in a postsecondary educational setting.
- Ability to lead and serve as coordinator for the counseling retention program focused on serving

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veterans and military affiliated students.

- Evidence of experience or academic preparation in conducting assessment, advisement, and student orientation.
- Evidence of knowledge, training, and experience that would indicate sensitivity, understanding, and ability to work with special populations including the diverse academic, socio-economic, disability, cultural, and ethnic backgrounds of community college students.
- Evidence of experience and ability to assume a leadership role in the planning and coordination of community college programs and to evaluate program outcomes.
- Evidence of knowledge, experience, and/or training that would indicate the ability to instruct and work successfully with large groups and the ability to plan, develop, or implement orientation, college enrichment, career assessment, and transfer workshops and programs.
- Demonstrated evidence of knowledge and ability to identify students experiencing academic difficulties including monitoring, evaluating progress, and increasing retention.
- Demonstrated knowledge, ability, and experience preparing and presenting written reports and evaluation of services.
- Demonstrated knowledge, ability, and experience in developing a variety of educational plans for college students.
- Evidence of knowledge and/or skill in the use of computer technology.
- Evidence of experience in providing information about campus-based programs to include but are not limited to the following: DSPS, EOPS, STAR TRIO, FAST, CalWORKS transfer and academic support, articulation, student employment and career services, and work experience.
- Evidence of ability to establish and maintain a collegial and cooperative working relationship with faculty, staff, and administration.
- Ability to utilize technology in promoting and enhancing services to students.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

Equivalency: If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) 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 online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to

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and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Working Conditions: Moderate

Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Resume;
3. Cover Letter;
4. Three (3) Professional References listed within the online application; AND,
5. Undergraduate and Graduate Transcripts.
6. Equivalency Request (required if applicable).
7. Foreign Degree Evaluation (required if applicable).
8. License/Certificates/Credentials (if applicable).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

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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);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment.

Posting Number: AC01083 Indicate budget number(s)

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Contact Information

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

Contact

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