

**Counseling Assistant**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=248007>

Downloaded On: Nov. 21, 2024 10:37am

Posted Oct. 31, 2024, set to expire Nov. 25, 2024

<b>Job Title</b>	Counseling Assistant
<b>Department</b>	School of Continuing Education
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Oct. 31, 2024
<b>Application Deadline</b>	11/25/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Counseling Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5767348">https://apptrkr.com/5767348</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Counseling Assistant**

**Rancho Santiago Community College District**

**Salary Range:** Grade 5: \$23.02

**Job Type:** Part Time

**Job Number:** CL24-01058

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**Location:** Santa Ana, CA

**Division:** Santa Ana School of Continuing Education

**Closing:** 11/25/2024 5:00 PM Pacific

### **Job Description**

#### **CLASS SUMMARY**

Under general supervision - assists credentialed counselors by performing initial interviews of students, student orientation to programs, and para-professional counseling; in addition, performs related clerical duties; performs related duties as required.

#### **REPRESENTATIVE DUTIES**

Conducts initial interview with students and completes related forms; orients students to program(s); performs clerical duties such as maintaining student files and making appointments for counselors; assists in establishing referral liaison between students and college or community resources; may conduct presentations on program(s) to public; may provide para-professional counseling to individual or groups of students; maintains a proper counseling environment. Some incumbents in this class may act as an interpreter for monolingual/limited English students.

#### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to designated administrator and is directed in their work by Counselors. This class works closely with students, may communicate to the public about their program and may interface with faculty or community resources about a student.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of: human behavior and principles of psychology; good written and spoken English, appropriate to college level students; relevant college procedures, policies, and programs; college and community resources available for dealing with student problems; principles and techniques of para-professional counseling related to student interests and problems; clerical, filing and record keeping procedures.

Ability to: interview and assist a wide variety of students in helpful and mature ways; refer students to resource materials and other offices where further assistance may be obtained; give explanations to individuals and groups of students; establish and maintain effective relationships with students and employees; understand and follow oral and written instructions; be sensitive to students from diverse backgrounds; perform clerical, filing and supportive duties; maintain a proper counseling environment.

#### **Skills**

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: Some positions may require oral and written proficiency in a second language as measured by biliteracy tests.

**Job Qualifications**

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Any combination of training and/or experience equivalent to 6 months experience in a position that involves considerable public contact.

**ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

**EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

**SELECTION CRITERIA**

**Application Screening** Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)

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- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

### **Application Procedures**

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To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

**A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

**Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

**Conditions of Employment** The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4706991/counseling-assistant>

**Contact Information**

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



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**Contact**

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