

Counselor
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249585>

Downloaded On: Dec. 4, 2024 2:12pm

Posted Nov. 25, 2024, set to expire Jan. 3, 2025

Job Title	Counselor
Department	Counseling
Institution	San Diego Community College District San Diego, California
Date Posted	Nov. 25, 2024
Application Deadline	01/03/2025
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: 1/3/2025

Position Number: 001306

Location: San Diego City College

Position Type:

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Academic

The Position:

Posting Details (Default Section)

Closing Date: 01/03/2025 Open Until Filled No Classification Title Counselor Working Title Umoja Counselor/Coordinator Recruitment Limits Location San Diego City College 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. Position Equivalent FTE: 1.0 FTE Job Duration 11 months Position Number: 001306 FLSA Status Exempt (does not accrue overtime) Bargaining Unit AFT/College Faculty Range (na) Position Type Academic Department Counseling The Position Applications are now being accepted for the position of Umoja Counselor/Coordinator at San Diego City College. This position is housed in the Student Success Center and is under the direction of the Dean of Student Development and Matriculation. San Diego City College is located in the heart of downtown San Diego and is the flagship college for the San Diego Community College District. The Umoja program actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African and African American Diasporas. The Counselor will provide counseling services for program students and is also responsible for coordinating, implementing, budgeting, and evaluating the Umoja program. Additional responsibilities are ensuring completion of MIS/VAR/NOVA reports and fiscal reports as required. This is a 40-hour per week, Monday through Friday, 11-month in-person assignment. To learn more about the City College Umoja program visit:

<https://www.sdcity.edu/students/services/umoja/index.aspx>.

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

- Coordination, implementation, and evaluation of the Umoja Program, including budgeting, planning activities and services, conducting orientations, and leading student workshops.
- Provide academic, career and personal counseling to students of diverse backgrounds as it pertains to educational goal completion, transfer, degree, career technical education, career decisions, goal clarification, and personal life management

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- Create abbreviated and comprehensive education plans.
- Conduct individual and group counseling sessions 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.
- Plan and facilitate regular Umoja team meetings.
- Participation in campus-wide and district committees, as well as regional meetings and events.
- Serve as a liaison to high schools, college departments, community organizations, HBCU's and other colleges/universities that can enhance services provided to students.
- Respond to difficult and/or sensitive inquiries and complaints, and assist students with finding resolutions and/or making alternative recommendations.
- Write and submit proposals for funds for program activities and support (Umoja, CCCCCO, Guided Pathways, Equity, etc.)
- Monitor all program expenditures to ensure they are in accordance with SDCCD and state guidelines, and that they are reasonable and in line with the objectives of the program
- Oversight of program recruitment and onboarding of new Umoja students
- Responsible for gathering, maintaining, interpreting, and disseminating records related to the eligibility and performance of Umoja student participants, the Student Success Center use, and program overall.
- Analyze, prepare and present reports and evaluations of services
- Work cooperatively with other campus programs
- Lead chaperone for off-campus events, conferences, etc.
- Perform related work as assigned.

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 ideal candidate will have achieved:

- Experience in a leadership role; coordinating, planning, implementing, and evaluating a Black student support program.
- Knowledge, training, and experience that would indicate sensitivity, understanding, and ability to work with special populations, as well as the diverse academic, socio-economic, disability,

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- cultural, and ethnic backgrounds of community college students.
- Demonstrated knowledge and/or experience working with first-generation Black college students and student parents.
 - Assist targeted students to meet their key needs, with a particular focus on financial aid, housing and community resources.
 - Knowledge and the ability to identify students experiencing academic difficulties including monitoring, evaluating progress, and increasing retention.
 - Demonstrated knowledge and experience in using culturally-relevant counseling strategies in order to provide academic, career and personal counseling services to students from special populations. This may include the initial intake interview, verification of program participation, assessing program eligibility, creating educational plans, providing case management, individual counseling, and leading group presentations.
 - Experience and/or academic preparation in conducting assessment, advisement, orientation, and counseling services to a diverse student population.
 - Knowledge and/or experience developing, organizing, and coordinating counseling and student support services at a higher education institution.
 - Interpreting and applying policies and regulations within a higher education setting.
 - Demonstrated knowledge, ability, and experience in preparing and presenting reports and evaluation of services.
 - Experience with budget planning, monitoring, and projection.
 - Establish and maintain collegial working relationships with students, faculty, staff, administration, community agencies, and educational institutions.
 - Experience with managing conflicts between individuals and/or groups.
 - Knowledge and/or skill in the use of computer technology applying emerging technologies, and ability to utilize technology in promoting and enhancing services to students.
 - Experience teaching personal growth/personal development courses
 - Experience designing and conducting workshops that empower and support Black, and other historically underserved, students.

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 on-line application. Licenses/Certificates/Credentials: 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

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orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Working Conditions Moderate. The position will require coordination, teaching and off-campus field trips. Will require some sitting, standing, walking. Assigned an office. Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

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

Tentative Timeline (Subject to Amendments) Screening applications: Jan. 13 - 17, 2025

First Round Interviews: Feb. 11 & 12, 2025

Final Interviews: Feb. 26, 2025 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

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- located at the District Administrative Offices; AND,
- o 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 AC01091 Indicate budget number(s)

Major Responsibilities:

- Coordination, implementation, and evaluation of the Umoja Program, including budgeting, planning activities and services, conducting orientations, and leading student workshops.
- Provide academic, career and personal counseling to students of diverse backgrounds as it pertains to educational goal completion, transfer, degree, career technical education, career decisions, goal clarification, and personal life management
- Create abbreviated and comprehensive education plans.
- Conduct individual and group counseling sessions 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.
- Plan and facilitate regular Umoja team meetings.
- Participation in campus-wide and district committees, as well as regional meetings and events.
- Serve as a liaison to high schools, college departments, community organizations, HBCU's and other colleges/universities that can enhance services provided to students.
- Respond to difficult and/or sensitive inquiries and complaints, and assist students with finding resolutions and/or making alternative recommendations.
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- Analyze, prepare and present reports and evaluations of services
- Work cooperatively with other campus programs
- Lead chaperone for off-campus events, conferences, etc.
- Perform related work as assigned.

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,

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(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 ideal candidate will have achieved:

- Experience in a leadership role; coordinating, planning, implementing, and evaluating a Black student support program.
- Knowledge, training, and experience that would indicate sensitivity, understanding, and ability to work with special populations, as well as the diverse academic, socio-economic, disability, cultural, and ethnic backgrounds of community college students.
- Demonstrated knowledge and/or experience working with first-generation Black college students and student parents.
- Assist targeted students to meet their key needs, with a particular focus on financial aid, housing and community resources.
- Knowledge and the ability to identify students experiencing academic difficulties including monitoring, evaluating progress, and increasing retention.

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- Experience and/or academic preparation in conducting assessment, advisement, orientation, and counseling services to a diverse student population.
- Knowledge and/or experience developing, organizing, and coordinating counseling and student support services at a higher education institution.
- Interpreting and applying policies and regulations within a higher education setting.
- Demonstrated knowledge, ability, and experience in preparing and presenting reports and evaluation of services.
- Experience with budget planning, monitoring, and projection.
- Establish and maintain collegial working relationships with students, faculty, staff, administration, community agencies, and educational institutions.
- Experience with managing conflicts between individuals and/or groups.
- Knowledge and/or skill in the use of computer technology applying emerging technologies, and ability to utilize technology in promoting and enhancing services to students.
- Experience teaching personal growth/personal development courses
- Experience designing and conducting workshops that empower and support Black, and other historically underserved, students.

Licenses:

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.

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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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