

General Counselor, Military Affiliated and Veteran
Services
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=249758>

Downloaded On: Dec. 4, 2024 1:55pm

Posted Dec. 2, 2024, set to expire Mar. 27, 2025

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| Job Title | General Counselor, Military Affiliated and Veteran Services |
| Department | Student Services |
| Institution | Copper Mountain College Joshua Tree, California |
| Date Posted | Dec. 2, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Other Administrative Categories |
| Academic Field(s) | Administration - Counseling Services Administration - Other |
| Apply Online Here | https://apptrkr.com/5835214 |

Apply By Email

Job Description

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General Counselor, Military Affiliated and Veteran Services

Salary: \$75,685.12 - \$110,076.59 Annually

Job Type: Full-Time

Department: Student Services

Closing:

Location: Joshua Tree, CA

Job Number:

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20241021COUNSMV

Position Description

Copper Mountain Community College District (CMCCD) is looking for a full-time Counselor. The ideal candidate is an active and positive leader with the desire, skills and knowledge to serve students, has the ability to work in an environment of continuous change; can manage stressful situations with patience and compassion; makes honest and ethical decisions. If you are interested in "Taking the Next Step" for your future, CMCCD encourages you to apply.

This is a Full-Time (200 days per year), Non-Tenure Track position and is paid through Categorical Funding.

****BE SURE TO UPLOAD THE REQUIRED DOCUMENTS LISTED BELOW OR YOUR APPLICATION MAY NOT BE CONSIDERED****

Duties and Responsibilities

GENERAL RESPONSIBILITIES:

- Provide a professional program of academic, career and vocational counseling and planning for student success in meeting student educational goals.
- Work closely with faculty, staff, administrators, and the community.
- Use computer technology as appropriate.
- Attend regional counseling meetings.
- Prepare and submit appropriate reports.
- Respect student rights as specified in District policy and applicable federal and state laws or regulations.
- Maintain a professional and effective relationship among the counselors and other segments of the educational community, including the local school district and other institutions.
- Monitor students' progress and prescribe interventions, as needed, for continued success.
- Accept credit from all regionally accredited colleges and universities. Accept military, CLEP, Advanced Placement, and American Council on Education guide Non-Traditional credit (General Counselors only).
- Complete formal and informal requests for evaluation of credit, including Student Education Plans.

Professional Development:

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- Continue to develop professional skills and knowledge as they relate to the discipline by attending professional conferences, seminars or meetings as necessary.

Additional Responsibilities:

- Provide the administration with assistance on the evaluation of academic student petitions and grievances.
- Regularly attend and participate in academic and staff meetings.
- Attend commencement ceremonies and convocations.
- Participate in advisory committee meetings when required.
- Participate as a peer evaluator of full-time and adjunct faculty as requested.
- Provide recommendations for instructional supplies, equipment and other job-related support.
- Consult with management on personnel needs; assist with preparation of position descriptions and serve on screening/hiring committees as needed.
- Participate in the process of shared governance by contributing to the academic community through committee work in the program area, college or district levels, or participate in other significant non-classroom college, district or community activities.
- Keep official records, collect data and submit records as required by District policy and administrative procedures.
- Prepare and submit necessary forms in accordance with college procedures.
- Participate in articulation activities.
- Abide by District regulations concerning the proper use, care and security of equipment.
- Advise management of unsafe conditions, potential hazards or accidents in a timely manner.
- Participate in on-going activities such as workshops, meetings, and training to ensure a safe learning and working environment.
- Report absences to the appropriate supervisor; advise supervisor of the intended date of return.
- Demonstrate an awareness of and sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Qualifications

Standards are established in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* adopted by the California Community Colleges Board of Governors for the discipline.



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This job description was developed mutually by the District, Academic Senate and Faculty Association and is intended to comply with the Collective Bargaining Agreement.

MINIMUM 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.)

Required Attachments:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:

First consideration will be given to candidates who apply by **Nov 20, 2024**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Supplemental Information

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group



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identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4698208/general-counselor-military-affiliated-and-veteran-services>

Contact Information

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

Contact

Student Services
Copper Mountain College

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