

**Counselor, Academic - Associate Instructor
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=249782>

Downloaded On: Jun. 13, 2025 10:23pm

Posted Dec. 2, 2024, set to expire Jul. 12, 2025

Job Title	Counselor, Academic - Associate Instructor
Department	Staff
Institution	Cabrillo College Aptos, California
Date Posted	Dec. 2, 2024
Application Deadline	08/08/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor Faculty Associate Professional Staff
Academic Field(s)	Administration - Counseling Services
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Job Description

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Counselor, Academic - Associate Instructor

Cabrillo College

Salary: See Position Description

Job Type: Associate (Part-time)

Job Number:

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2024-01844

Closing: 8/8/2025 11:59 PM Pacific

Location: Aptos/Watsonville, CA

Department: \$ATSDiv

Employment Opportunity

Cabrillo College is accepting applications in order to fill temporary, part-time faculty assignment(s) and to establish an eligibility pool for positions that may become available in **2024 Fall and 2025 Spring and Summer Semesters**.

This Counselor, Academic - Associate Instructor position is open for application submission through the deadline date as noted above **OR until the position has been filled**. This associate position is open for application submission until the deadline date noted above or until the position is filled, whichever occurs first. The primary work locations for this position are in person at our Aptos and Watsonville campuses, and may include other locations as needed.

We need YOU! Cabrillo College is looking for Faculty to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,500+ students per term, including Latina/o/x (46.82%), Multi-Ethnic (5.14%), Asian (2.53%), African American (1.08%), Filipino (0.79%), American Indian or Alaskan Native (0.30%), and Pacific Islander (0.16%) as of Fall 2021. At Cabrillo, 56.66% of students are students of color and 54.91% are economically disadvantaged. In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

About the College: Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is highly regarded for its success of transfer and career education, and currently serves over 11,400 students each semester. Cabrillo College transfers many of its students to three nearby universities - the University of California at Santa Cruz, San Jose State University, and California State University at Monterey Bay. Cabrillo's career education is closely connected to the nearby agricultural and farming industries as well as the Silicon Valley business environment.

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Faculty at Cabrillo College actively participate in curriculum development, program planning, and serve on participatory governance committees. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its diverse student body and community.

About Associate Faculty Requirements: At the time of appointment for this position, Cabrillo College requires employees to maintain residence and permanently reside within the state of California. Candidates must understand when applying that at the time of appointment, they will need to have moved to the State of California (if applicable). Candidates must also understand that Associate Faculty assignments are considered short-term and temporary; employment for this short-term and temporary position may be terminated by the District as permitted by Education Code Section 87665 and the CCFT bargaining unit agreement.

Examples of Duties

- Provide academic counseling, career guidance, and educational planning to general student population
- Teach assigned classes, which may include evening or off-campus assignments
- Engage in participatory governance committees, processes, research, service, and initiatives such as Guided Pathways
- Maintain timely and accurate records of student enrollment, attendance, and academic progress
- Provide academic assistance and related services to students during scheduled office hours
- Cooperate with and participate as may be required in District investigations and/or student grievance matters of alleged unlawful harassment, discrimination, and retaliation
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff
- Complete required District trainings such as Title IX, Mandated Reporter, EEO/Diversity/Elimination of Bias, Workplace Safety, etc.

Minimum Qualifications

Required Education and Experience:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology,

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guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling **OR**

- Bachelor'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 **AND** a license as a Marriage and Family Therapist (MFT) **OR**
- Possess a lifetime California Community College Instructor credential in Counseling **OR**
- [*Equivalent](#)

Required Professional Expertise:

- Currency and depth of knowledge in the applicable professional field
- Knowledge of and commitment to teaching strategies and practices that enhance student success at community colleges, including effective use of technology
- Effective oral and written communication skills.
- Demonstrated ability to teach the courses or perform the duties effectively as described above
- Demonstrated ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds; gender identities, sexual orientations; and students with disabilities
- Evidence of professional activities and service beyond the primary teaching assignment
- Development and review of curriculum as well as including assessment of learning
- Demonstrated ability to work cooperatively with others
- Demonstrated responsiveness to and understanding of the racial, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practices in the classroom
- Demonstrated ability to reflect critically on institutional and teaching practices that aim to increase cultural responsiveness
- Knowledge and understanding of the accountability and critical dimensions of equity
- Demonstrated ability addressing issues of equity in the classroom

Desired Qualifications/Performance Expectations:

- Successful teaching and academic counseling experience in a higher-education institution.
- Successful teaching experience on-line and in person.
- Experience providing academic counseling with and/or demonstrated understanding of the issues

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faced by veterans, current or former foster youth, basic skills students, first-generation college students, students with disabilities, and other minoritized groups.

- Experience providing academic counseling and/or demonstrated understanding of the issues faced by community college students, including international students and students pursuing Science, Technology, Engineering, Math (STEM) majors.
- Career counseling experience which includes interpreting results of career inventories.
- Experience teaching Career Exploration courses and/or workshops.
- Experience developing education plans for CTE and transfer students seeking admission to University of California (UC), California State University (CSU) and private universities.
- Demonstrated knowledge of CTE and transfer degree/certificate program requirements.
- Ability to utilize a variety of technology tools, student information systems, and online resources to effectively support students.

[*Equivalency Application Form and Process](#)

Why would I complete the Equivalency Form when I'm already completing an application and have a relevant degree? To determine whether your current education, or exact discipline, and/or experience is "equivalent," you must submit an Equivalency Form to initiate a review by the Equivalency Committee at Cabrillo College and so that your application can move forward and be considered by the search committee.

Please note the Equivalency Committee will consider only those applicants who formally request equivalency consideration by submitting the Completed Equivalency Form with their application by the closing date stated in the job announcement. Be sure to attach detailed evidence such as unofficial transcripts and/or other certifications that support the equivalency.

Still working to complete your degree? Applicants that are currently working on the required degree(s) for the position are encouraged to apply with the understanding that they must complete the Equivalency Form and attach supporting documentation with their application.

For additional information please review our [Applicant FAQ's](#).

Additional Information

APPLICATION PROCESS

1. Complete the application with a minimum of 3 Professional References and answer all supplemental questions; provide detailed information to aid in determining the minimum

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qualification requirements have been met

2. Attach resume or CV detailing teaching and professional work experience (unless requested that it be removed by the Division Dean or Chairperson)
3. Attach **one** of the following:
 - Unofficial transcripts from all colleges attended **displaying any degrees conferred** (photocopies, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency at the applicant's expense - [click here](#) for more information **OR**
 - Copy of lifetime California Community College Instructor credential in Counseling, front and back (if applicable) **OR**
 - Equivalency Form - [click here](#) (optional) Submit this form with supporting materials if you do not possess the minimum qualifications as listed in the job announcement and feel you have the equivalent education and/or experience.

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; **additional documents will not be reviewed by the committee.** Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. Cabrillo is unable to sponsor work visas. Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

This associate position is open through the deadline date as noted above OR until the position has been filled. A search committee will review application materials and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview.

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

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EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

Benefits

Initial eligibility for a District-paid benefit stipend for medical and dental insurance is established at the end of two (2) consecutive academic years, including work done as a temporary contract or emergency hire, during which the member worked 15 or more teaching units in the academic year; summer sessions preceding the academic year, fall, and spring of the academic year. At the end of this two (2) year period, the unit member is eligible for benefits the following academic year. Once initial eligibility has been established, an associate unit member maintains eligibility for the district-paid benefits stipend if the unit member works 12 or more teaching units each year.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4570576/counselor-academic-associate-instructor>

Contact Information

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

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Contact

Staff

Cabrillo College

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