

Counselor
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250731>

Downloaded On: Dec. 21, 2024 12:02am

Posted Dec. 20, 2024, set to expire Jan. 20, 2025

Job Title	Counselor
Department	Enrollment Svcs
Institution	San Diego Community College District San Diego, California
Date Posted	Dec. 20, 2024
Application Deadline	01/20/2025
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: 1/20/2025

Position Number: 00120590

Location: San Diego Miramar College

Position Type:

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Academic

The Position:

Posting Details (Default Section)

Closing Date: 01/20/2025 Open Until Filled No Classification Title Counselor Working Title Enrollment Services Dreamers Office, Counselor [Restricted] Recruitment Limits Continuation of this position is based upon continued funding from the Dreamers Federal Earmark grant, which is scheduled to end on June 30, 2026. Location San Diego Miramar College Pay Information Class 1, Step C - Class 6, Step C (\$6,933.44- \$8,849.03) per month based on the current AFT - College Faculty Tenured-Tenure Track Faculty Salary Schedule.

Initial salary placement for Counselor is commensurate with required education and related teaching experience as outlined in section A2.1 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 within 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).

Typically, Assistant Professors earn tenure after 4 years and promote to Associate Professor. 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.

Continuation of this position is based upon continued funding from the Dreamers Federal Earmark grant, which is scheduled to end on June 30, 2026. Position Equivalent FTE: 1.0 Job Duration 11 Months Position Number: 00120590 FLSA Status Exempt (does not accrue overtime) Bargaining Unit AFT/College Faculty Range (na) Position Type Academic Department Enrollment Svcs The Position San Diego Miramar College, a student-ready college, invites all qualified candidates to apply for the position of **Dreamers Counselor**. Miramar College, a leader in providing student access and success, seeks candidates who are motivated by serving students in a college community and are committed to diversity, equity, and inclusion (DEI).

This full-time, grant-funded position is dedicated to enhancing program development and providing

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case management support for student participants in the Dreamers Support Office. This position is under the supervision of the Dean of Enrollment Services. It is a restricted, non-tenured counseling role funded through a cooperative agreement with San Diego Miramar College's Dreamers Office, with funding secured through June 30, 2026.

We are a fast-growing and innovative college with a freshly adopted focus on diversity, equity, and inclusion as we move into a new era. Recently designated as an emerging Minority Serving Institution (MSI) the College is committed to helping students access higher education and achieve success inside and outside the classroom.

The College is located in the Mira Mesa/Scripps Ranch area of San Diego and is one of four colleges/centers in the San Diego Community College District. Our [student population](#) of 14,193 [African American (5%), Native American (<1%), Asian (14%), Filipino (7%), Latinx (30%), Multiple Ethnicities (8%), Pacific Islander (1%), White (32%), Unreported (2%)], is reflective of the diverse community we serve.

In addition to expertise in their field, San Diego Miramar College seeks applicants who possess the knowledge, skills, and abilities to support our diverse student populations. Additionally, candidates should be able to demonstrate ways they will develop tools and resources to better serve [historically marginalized and minoritized populations](#). We strongly encourage candidates who possess the experience for the position, and who are student-centered and continue to demonstrate a commitment to diversity, equity, and inclusion (DEI) to best serve our student population.

Those who join our team at San Diego Miramar College can expect to be part of an inclusive, innovative, and equity-focused community that promotes broad collaboration among faculty, classified professionals, administration, students, and community and industry partners. We are proud of our commitment to create a socially just and responsive culture, host ethnically diverse speakers, and support various equity-focused professional development opportunities. Our college strives to ensure that students reach their full potential by eliminating gaps in academic outcomes that traditionally hinder students of color and disproportionately impacted students. In fact, the college's commitment to diversity, equity, and inclusion is encapsulated by our newly adopted Strategic Goal #5:

Miramar College Strategic Goal #5 Diversity, Equity, and Inclusion (DEI) - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community. Strategic Direction 1- Systematically update college processes, programs, and practices within a comprehensive equity framework for equity-minded practices in the workplace, the classroom, and support programs/services.

Strategic Direction 2- Establish comprehensive professional development for the campus community to

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increase capacity around and engage in equity, diversity, inclusion, social justice, and anti-racism.

Strategic Direction 3-Systematically review, develop and incorporate equity-minded practices in: 1) culturally responsive instructional pedagogy, 2) student-centered services, and 3) recruitment, screening, and retention of employees.

Applicants can review Miramar College's full strategic plan on Miramar College's:

https://sdmiramar.edu/sites/default/files/2021-07/San_Diego_Miramar_College_Fall_2020-Spring_2027_Strategic_Plan.pdf

Applications are currently being accepted for a Contract Counseling assignment within the Dreamers Office, located at San Diego Miramar College. This is a Monday through Friday, 11-month contract assignment. Selected candidate must be willing to adjust workdays/hours based on the department's needs. Major Responsibilities **Program Organization and Coordination:**

- Organize and manage orientations, workshops, and presentations related to the Dreamer Resource Center.
- Prepare and distribute resource materials for Dreamer Resource Center events.
- Maintain daily center operations, including training and coordinating staff schedules and work direction.

Student Support and Counseling:

- Serve as the main contact for current and prospective undocumented students.
- Provide individual and group counseling across in-person and virtual platforms.
- Facilitate access to Academic and Career Pathways to help students define their goals.
- Identify potential challenges and connect students with necessary resources.
- Provide a high level of close collaboration and coordination with several key departments, including Counseling, Admissions, Financial Aid, and Outreach/Retention, to ensure effective communication and the alignment of goals, processes, and resources across these areas.

Outreach and Recruitment:

- Promote Dreamer Resource Center services through outreach to local undocumented communities.
- Conduct outreach efforts to prospective undocumented students.

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Data Management and Funding:

- Collect and analyze data related to student success, engagement, and Dreamers program outcomes.
- Identify funding opportunities aligned with supporting undocumented student experiences.
- Monitor and report on program budgets.

Policy & Legal Interpretation and Collaboration:

- Interpret policies and legislative updates related to undocumented students at the college, district, state, and federal levels.
- Collaborate with faculty, staff, administrators, and community partners to support students.

Meetings and Miscellaneous Duties:

- Actively participate in college and district meetings.
- Perform additional duties 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 **Student**

Support and Counseling:

- Experience coordinating student retention and success initiatives with a strength-based, identity-focused approach.
- Familiarity with academic and career counseling specific to undocumented students.
- Skills in facilitating individual and group counseling sessions.

Program Development and Implementation:

- Experience in planning and implementing student programs and workshops.
- Knowledge of equity-minded practices for student success.

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Data and Budget Management:

- Proficiency in managing budgets and tracking program metrics.
- Strong organizational skills with an emphasis on data analysis and reporting.

Communication and Relationship Building:

- Demonstrated ability to communicate effectively with diverse student populations.
- Experience building collaborative relationships across departments and with community partners.

Technology Proficiency:

- Proficiency in using technology to enhance student services.
- Familiarity with systems for data management and student tracking.

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 orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Working Conditions Moderate Special Instructions to Applicants: San Diego Miramar College is piloting anonymous screening format as a means to minimize implicit bias in the screening of applications. The anonymous screening format of applications refers to the process of reviewing applications without revealing the personal information of the applicants, such as their name, gender, or other potentially biased details. This approach aims to eliminate unconscious biases, promoting fair and objective evaluation based solely on the experience of the applicants. By anonymizing applications, screening committees create a more inclusive and diverse hiring process.

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

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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 the online application, including examples and outcomes listed within the Duties section of your Employment History;
2. Complete responses to the Supplemental Questions, including examples and outcomes;
3. Cover Letter;
4. Resume; AND,
5. Three (3) Professional References listed within the application who will be contacted prior to interview with College President and Vice President.
6. Equivalency Request (required if applicable).
7. Foreign Degree Evaluation (if applicable).
8. License/Certificates/Credentials (if applicable).

Tentative Timeline (Subject to Amendments) 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

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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 AC01095 Indicate budget number(s)

Major Responsibilities:

Program Organization and Coordination:

- Organize and manage orientations, workshops, and presentations related to the Dreamer Resource Center.
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- Maintain daily center operations, including training and coordinating staff schedules and work direction.

Student Support and Counseling:

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Qualifications:

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Desired Qualifications:

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Technology Proficiency:

- Proficiency in using technology to enhance student services.
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Licenses:

Pay Information:

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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

Enrollment Svcs
San Diego Community College District