

**Counselor Faculty, Full-Time (3 positions)  
Community College of Philadelphia**

Direct Link: <https://www.AcademicKeys.com/r?job=252032>

Downloaded On: Jan. 24, 2025 12:37pm

Posted Jan. 23, 2025, set to expire May 24, 2025

<b>Job Title</b>	Counselor Faculty, Full-Time (3 positions)
<b>Department</b>	All Jobs
<b>Institution</b>	Community College of Philadelphia Philadelphia, Pennsylvania
<b>Date Posted</b>	Jan. 23, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Faculty Associate Lecturer/Instructor
<b>Academic Field(s)</b>	Social Sciences - Other Administration - Counseling Services
<b>Apply Online Here</b>	<a href="https://www.click2apply.net/rJdXeot7GjgAbI1aquPYdV">https://www.click2apply.net/rJdXeot7GjgAbI1aquPYdV</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Posting Details

### Position Information

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Position Title: Counselor Faculty, Full-Time (3 positions)

Requisition Number: FAC00508

### General Description

**Community College of Philadelphia seeks a full-time, tenure-track Generalist Counselor at the Main Campus beginning Fall 2025.**

The Community College of Philadelphia seeks a full-time, tenure-track Generalist Counselor at the Main Campus, beginning Fall 2025. Under the supervision of the chairperson of the counseling department, the counselor will play a vital role in the college community by providing personal counseling, transfer counseling, career guidance, and advisement services to students, helping them achieve their educational, vocational, and personal goals. Counselors will assist students in identifying and overcoming barriers to their success in academic and personal achievement.

Responsibilities include providing academic, career, and personal counseling to a diverse student population, participating in student orientation and outreach activities, and conducting workshops aimed at enhancing student retention. Counselors will meet with students in various formats, assist in developing educational plans, and teach Counseling 101 as needed. A commitment to utilizing current and emerging technology is essential, as is collaboration with faculty and the broader college community to address students' learning and emotional needs.

Counselors will also engage in professional development, attend staff meetings, and work one evening per week. A dedication to the College's mission and values, active participation in academic life, and fostering an inclusive environment are crucial. This role emphasizes excellence in counseling practices and a commitment to student success, retention, and mentoring. If you are passionate about helping students thrive in their academic journeys, we encourage you to apply!

#ID23

### College Intro

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*Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.*

*Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.*

### **Specific Responsibilities**

- Provide academic, career and personal counseling to a diverse community college student population.
- Participate in student orientation sessions, classroom presentations, assessment interpretations, and outreach activities.
- Meet with students in a variety of formats including in-person, phone and zoom.
- Assist students with the development and updating of an educational plan consistent with career goals.
- Develop, plan and conduct workshops to assist student retention. Such workshops may include, but are not limited to classroom visitations, peer support groups, career exploration, transfer planning, stress management and cultural diversity.
- Teach department courses: Career and Life Decision Making (Counseling 101) classes as needed.
- Maintain a level of proficiency in the use of current and emerging technology in providing information to students.
- Consult with faculty and members of the college community regarding students' learning, behavioral and emotional needs.
- Attend staff meeting and professional development activities.
- Work one evening a week.
- May be assigned minor administrative duties.

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- Perform all other counseling duties.
- Commitment to the College's Mission: Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- External and Internal Community Relations: Actively participate in the academic life of the College; including participation in graduation, recruitment events, general assemblies, student life activities and other cross functional teams. Create learning opportunities for students inside and outside of the classroom including opportunities to teach dual-enrollment high school students.
- Collaboration: Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Respect for Diversity: Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Assessment: Full participation in the assessment of student learning and student learning outcomes at the course, program, and institution levels.
- Student Success: Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Utilize innovative teaching strategies and technologies for online learning and other technology tools to meet the learning needs of a diverse student population. Maintain office hours to meet with students outside of the classroom and respond to questions or concerns.
- Leadership and Development: Commitment to professional learning and growth, student mentoring, and service to the profession. Remain current in the use of technology, developments within the field of discipline, and developments related to teaching and student success.

### Minimum Qualifications

- Master's degree in counseling or closely related field required.
- At least one (1) year of recent (within the last five years) experience working with a diverse college student population in a counseling setting and/or other capacity at a college or university setting.
- Demonstrated ability to apply various counseling theories in the framework of the college educational setting.
- Understanding of the principles, objectives, and philosophy of counseling, career guidance, and student support services in relation to a diverse student population with diverse learning needs.
- Demonstrated experience with crisis intervention.
- Strong technology skills required, including demonstrated proficiency in Microsoft Office products;

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working knowledge of web browser and related technologies.

- **MUST BE AVAILABLE TO TRAVEL TO VARIOUS CAMPUS LOCATIONS.**

### Preferred Qualifications

- Three (3) or more years counseling recent (within the last five years) experience working with a diverse college student population in a counseling setting and/or other capacity at a college or university setting.
- NCC credential, LSW or Licensed Professional Counselor preferred.
- Demonstrated experience teaching diverse student populations and addressing equity gaps.
- Demonstrated experience teaching within a community college.
- Bilingual or other language proficiency.

Work Location: Main Campus, NERC, CATC, NWRC

### Benefits Summary

#### Benefits:

*“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

#### Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

#### Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March

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For More information about the College benefits and eligibility based on employee class, please visit:  
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 5 or 6

Min Salary/Hourly Rate: \$ 2,923

Max Salary/Hourly Rate: \$ 11,149

Job Posting Open Date: 01/23/2025

Position Type: Counselor

Employment Status: Full-Time

### Special Instructions to Applicants

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

### Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you first learn about this employment opportunity?
  - Community College of Philadelphia Website
  - Careerbuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle

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- Job Fair
- Indeed.com
- HireVeterans.com
- HERC - Higher Education Recruitment Consortium
- CCP - Faculty Recruiting Event
- Other

2. If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. \* Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
- Yes, the salary range is within my expected salary expectations.
  - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)
4. \* Do you possess at least an earned Master's degree in counseling or a closely related field?
- Yes
  - No
5. \* Do you have at least 1 to 3 year's of recent (within the last 5 years) experience working with a diverse college student population in a counseling setting at a college or university?
- Yes
  - No
6. \* Do you have demonstrated experience applying various counseling theories in the framework of a college educational setting?
- Yes
  - No
7. \* Do you have demonstrated experience with crisis intervention?
- Yes
  - No

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8. \* Do you have 3 or more years recent (within the last 5 years) counseling experience working with a diverse college student population in a counseling setting and/or other capacity at a college or university setting?
  - Yes
  - No
9. \* Do you hold a current NCC credential, LSW or Licensed Professional Counselor?
  - Yes
  - No
10. \* Are you bilingual or multilingual?
  - Yes
  - No
11. \* Do you have experience teaching in an urban community college?
  - Yes
  - No

## **Documents Needed to Apply**

### **Required Documents**

1. Curriculum Vitae
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

### **Optional Documents**

1. References
2. Letters of Recommendation
3. Other Document ( See Special Instructions to Applicant)



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### Contact Information

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

**Contact** Abby Ametrano [Aametrano@ccp.edu](mailto:Aametrano@ccp.edu)  
All Jobs  
Community College of Philadelphia

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