

**Counselor**  
**San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=253033>

Downloaded On: Feb. 22, 2025 3:43am

Posted Feb. 13, 2025, set to expire Mar. 14, 2025

|                             |                                                                       |
|-----------------------------|-----------------------------------------------------------------------|
| <b>Job Title</b>            | Counselor                                                             |
| <b>Department</b>           | School of Business, Technical Careers and Workforce Initiatives       |
| <b>Institution</b>          | San Diego Community College District<br>San Diego, California         |
| <b>Date Posted</b>          | Feb. 13, 2025                                                         |
| <b>Application Deadline</b> | 03/14/2025                                                            |
| <b>Position Start Date</b>  | Available immediately                                                 |
| <b>Job Categories</b>       | Professional Staff                                                    |
| <b>Academic Field(s)</b>    | Administration - Counseling Services                                  |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6001636">https://apptrkr.com/6001636</a> |
| <b>Apply By Email</b>       |                                                                       |
| <b>Job Description</b>      |                                                                       |

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**Counselor**

**San Diego Community College District**

**Closing Date:** 3/14/2025

**Position Number:** 00120601

**Location:** San Diego Miramar College

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**Position Type:** Academic

**The Position:**

Posting Details (Default Section)

Closing Date: 03/14/2025 Open Until Filled No Classification Title Counselor Working Title Contract Counselor [RESTRICTED], Career Services Recruitment Limits Continuation of this position is based upon continued Covid-19 funding. The position and the incumbent's assignment and benefits will terminate when the funding is no longer available. 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 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.*

Position Equivalent FTE: 1.0 FTE Job Duration 11 Months Position Number: 00120601 FLSA Status Exempt (does not accrue overtime) Bargaining Unit AFT/College Faculty Range (na) Position Type Academic Department School of Business, Technical Careers and Workforce Initiatives The Position San Diego Miramar College, a student-ready college, invites all qualified candidates to apply for the position of Restricted Career Counselor at the Career & Life Design Services Department. 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). 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.

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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 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](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 Restricted Career Counselor at the Career & Life Design Services Department. Hours are Monday to Friday, 40 hours. Selected candidate must be willing to adjust work days/hours based on the department's needs. This position is a Non-Tenured Track

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Restricted Contract Counselor. Major Responsibilities

- Provide comprehensive, culturally informed counseling on the ability to establish and make progress toward educational and career goals.
- Implement career readiness programming that promotes individual growth and lifelong career management.
- Utilize both a theoretical and practical understanding of career development and career outcomes.
- Provide individual or group coaching, career-oriented workshops and programming.
- Deliver labor market expertise through ongoing research, professional development, and interactions with students, alumni and industry professionals.
- Provide career counseling to students which include student career development assessment and referrals to college and community resources for support services as needed.
- Provide support and problem solving services, in addition to use of career inventories and career researching activities, to aid and guide student decision making.
- Participate in professional development and confer with other professionals in the field to keep abreast of program trends.
- Collaborate with faculty and other departments to ensure proper referral to career counseling, college and community resources.
- Develop and presents materials used for providing career counseling.
- Organize student success related projects or activities including training, or facilitating workshops.
- Research, reviews data, and prepare related reports and correspondence.
- Create, schedule, and conduct presentations at new student orientations and events including internal and external partnerships.
- Conduct individual and group counseling sessions to help students/alumni make an informed career decision.
- Assist and guide students/alumni through occupational exploration and the career decision-making process.
- Determine appropriate assessments and interventions required to assist students/alumni
- Analyze and interpret career assessment results and incorporate in career counseling/job search counseling sessions.
- Provide resume/cover letter critiques and interview skills training.
- Engage students/alumni in use of on-line resources for researching employers and current employment opportunities.
- Develop and conduct career and internship/job search workshops.
- Assist with supporting Career & Life Design Services Ambassadors and Project Assistants,

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ensuring they remain current and effective in their roles.

Qualifications **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.) Desired Qualifications 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.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Working Conditions Mostly in an office setting with occasional off site events and/or activities. 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 online application, including examples and outcomes listed within the Duties section your Employment History;
2. Complete responses to the Supplemental Questions, including examples and outcomes;
3. Resume;
4. Cover Letter;
5. Three (3) references included within the online application.
6. \*Unofficial Graduate Transcripts (Optional).
7. Equivalency Form (if applicable).
8. Foreign Degree Evaluation (if applicable).
9. Licenses/Certificates/Credentials (if applicable).

Unofficial Transcripts will not be included with your application during the screening process. The unofficial transcripts will only be reviewed when a salary workup is prepared for salary placement and a conditional job offer. Tentative Timeline (Subject to Amendments) Start date May 1, 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 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.

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**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 AC01103 Indicate budget number(s)

**Major Responsibilities:**

- Provide comprehensive, culturally informed counseling on the ability to establish and make progress toward educational and career goals.
- Implement career readiness programming that promotes individual growth and lifelong career management.
- Utilize both a theoretical and practical understanding of career development and career outcomes.
- Provide individual or group coaching, career-oriented workshops and programming.
- Deliver labor market expertise through ongoing research, professional development, and interactions with students, alumni and industry professionals.
- Provide career counseling to students which include student career development assessment and referrals to college and community resources for support services as needed.
- Provide support and problem solving services, in addition to use of career inventories and career researching activities, to aid and guide student decision making.
- Participate in professional development and confer with other professionals in the field to keep abreast of program trends.
- Collaborate with faculty and other departments to ensure proper referral to career

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- counseling, college and community resources.
- Develop and presents materials used for providing career counseling.
  - Organize student success related projects or activities including training, or facilitating workshops.
  - Research, reviews data, and prepare related reports and correspondence.
  - Create, schedule, and conduct presentations at new student orientations and events including internal and external partnerships.
  - Conduct individual and group counseling sessions to help students/alumni make an informed career decision.
  - Assist and guide students/alumni through occupational exploration and the career decision-making process.
  - Determine appropriate assessments and interventions required to assist students/alumni
  - Analyze and interpret career assessment results and incorporate in career counseling/job search counseling sessions.
  - Provide resume/cover letter critiques and interview skills training.
  - Engage students/alumni in use of on-line resources for researching employers and current employment opportunities.
  - Develop and conduct career and internship/job search workshops.
  - Assist with supporting Career & Life Design Services Ambassadors and Project Assistants, ensuring they remain current and effective in their roles.

**Qualifications:**

**MINIMUM QUALIFICATIONS**

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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:**



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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**



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