

**Full-Time Counselor (Puente & General Counselor)
West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=253077>

Downloaded On: Feb. 22, 2025 12:28pm

Posted Feb. 14, 2025, set to expire Mar. 9, 2025

Job Title	Full-Time Counselor (Puente & General Counselor)
Department	
Institution	West Valley-Mission Community College District Santa Clara, California
Date Posted	Feb. 14, 2025
Application Deadline	03/09/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services
Apply Online Here	https://apptrkr.com/6002814

Apply By Email

Job Description

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Full-Time Counselor (Puente & General Counselor)

Closing Date: 03/09/2025

Definition:

Mission College is accepting applications from enthusiastic, qualified individuals interested in a full-time, tenure track instructional counseling position. The instructional counselor works in collaboration with student services programs, instructional programs and campus-wide committees for implementation, coordination and overall operation of instructional counseling related functions for the college. Primary responsibilities entail the use of instructional methodology for providing academic,



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career and personal counseling services to students to assist them in achieving their educational goals, and to assist with college outreach activities.

This position includes a 25% assignment to coordinate the Puente Project, and a 25% assignment to counsel and teach Puente Project students. The counselor is also required to participate in the professional and academic work within the department and college. Applicants who possess the knowledge, skills, abilities, and life experiences to address the cultural and educational needs of a linguistically and culturally diverse student population are encouraged to apply.

Mission College serves a region of the San Francisco Bay area that includes urban neighborhoods, business centers and residential communities. Nestled in the heart of Silicon Valley, Mission College enjoys an entrepreneurial and innovative energy supplied by its closest technology and business neighbors, while continuing to maintain its quality curriculum offerings for transfer and under-represented students. Recognized as both a Hispanic Serving Institution and an Asian American Native American Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch. Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

Assignment:

This is a full time 11-month, tenure track position that begins in Fall 2025. The position is 50% Puente and 50% General Counseling. Assignment may include a varied time of the day or evening, and a varied Monday through Saturday schedule, and event, field trip, tour or other travel. The work assignment consists of classroom instruction, counseling, and other responsibilities and activities necessary for the effective and efficient operation of the department, college, and district.

The Puente Project coordination assignment involves recruitment/selection of students, monitoring student progress for graduation/transfer into a four-year college/university, recruitment/training of project mentors, monitor student-mentor relationship and progress, design and teach Personal Development classes each term, co-planning and attending Puente activities, and working collaboratively with the Puente state office, including participating in report requirements and on-going training.

This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

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Work Location: Mission College, Santa Clara, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$97,097.00-\$156,692.80 annually (11 months), based upon academic achievement, teaching and related experience (Academic Salary Schedule, Steps 1-9).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse and dependents.
- Employer paid long term disability for employee.
- Employer-provided life insurance.
- Sabbatical, Rejuvenation and Retraining Leaves.
- Banked leave provisions.
- Professional Growth and Development activities.
- 11 days sick leave accrued annually; personal necessity and catastrophic leave.
- Conference leaves.
- Opportunity for overload assignments.
- Cal STRS Retirement.
- Position is union affiliated.

Minimum Qualifications:

1) Possess one of the following:

- Masters 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
- Bachelors in one of the listed degrees AND a license as a Marriage and Family Therapist (MFT); OR
- The equivalent

AND

2) Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and

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cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualification(s):

- Experience working with African American, Latinx, Native American, and other racially minoritized students, and an understanding of how historical patterns of exclusion of these groups within higher education and the field of Counseling shape patterns of participation and outcomes.
- Experience working with low-income, educationally under-prepared, historically underrepresented, and/or limited English-speaking populations.
- Experience providing academic, career, and personal counseling.
- Familiarity of or experience with community college affinity programs such as the Puente Program.
- Knowledge of effective teamwork principles and demonstrated application.
- Effective organization and planning skills
- Bilingual proficiency in Spanish

Knowledge and Abilities:

Not Applicable

Examples of Duties and Responsibilities:

Counseling duties and responsibilities may consist of one or more of the following:

- Counsel and advise students, on both an appointment and a drop-in basis.
- Perform specialized work duties as necessary during registration periods.
- Provide formal in-service training.
- Participate in program/service development activities.
- Coordinate efforts of counseling faculty to complete Program Review and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
- Perform other duties as required for the department and/or college.
- Counselors may also be assigned to teach one or more counseling courses during a semester.
- Counselors have the option of teaching outside their primary area on an overload basis.
- Assume institutional responsibilities, essential to the ongoing operation and effective achievement of department, division, college and district programs.

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Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees not identical to the required state or local qualifications must apply for equivalency by completing the equivalency form, which is part of the application package. See

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Equivalency Information below.

- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

EQUIVALENCY INFORMATION:

Applicants applying under equivalency bear the responsibility of submitting the Districts Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that they believe to be equivalent of the required qualifications for this position. Application(s) for equivalency are required if degrees are not in exact discipline required.

The Equivalency Application is included in the online application as an OPTIONAL form to complete.

- ONLY complete the Request for Equivalency application if degree does not match discipline(s) stated in the Minimum Qualifications.
- List accurately and completely the courses taken that match requirements of the required degree.
- Do NOT attach documents such as course evaluations.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 408-2564

Email: Jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not

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assure the candidate an interview.

- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- Prior to employment, the selected candidate must submit official transcripts.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-258FT

Open Date: 02/12/2025

Close Date: 03/09/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com



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West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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