

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

Direct Link: <https://www.AcademicKeys.com/r?job=254180>

Downloaded On: Mar. 12, 2025 10:37am

Posted Mar. 6, 2025, set to expire Mar. 19, 2025

<b>Job Title</b>	Counselor
<b>Department</b>	Student Services
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Mar. 6, 2025
<b>Application Deadline</b>	03/19/2025
<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/6056094">https://apptrkr.com/6056094</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Counselor**

**San Diego Community College District**

**Closing Date:** 3/19/2025

**Position Number:** 00120558

**Location:** Continuing Education

**Position Type:**

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Academic

**The Position:**

Posting Details (Default Section)

Closing Date: 03/19/2025 Open Until Filled No Classification Title Counselor Working Title Career Counselor Recruitment Limits Location Continuing Education 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 10 months Position Number: 00120558 FLSA Status Exempt (does not accrue overtime) Bargaining Unit AFT/College Faculty Range (na) Position Type Academic Department Student Services The Position Applications are now being accepted for the position of contact counselor at San Diego College of Continuing Education to support advancement of the visions, missions, and values of the college and district. The contract counselor reports to the Dean of Counseling and Career Transition Services. Primary responsibilities included providing career, educational, and personal counseling and other related student success services.

From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California- culturally, ethnically, and educational -and our college is proud to be playing a preeminent role in alleviating poverty in our community.

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San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. Candidates who believe that they can demonstrate this commitment are encouraged to apply.

To learn more, please visit:

Mission Statement: <https://sdcce.edu/about/mission-statement> You Belong:

<https://sdcce.edu/organization/you-belong> President's Office:

<https://sdcce.edu/organization/president>

Please note that an employee may be transferred to any site at the option of the Chancellor. Major Responsibilities

- Experienced career, personal, and educational counselor with a strong background in diverse educational settings.
- Skilled in guiding students through major and career exploration, helping them make informed decisions based on current and future employment trends.
- Proficient in administering and interpreting career assessments to identify career possibilities. Expertise in resume writing, interview preparation, networking strategies, and job search techniques to support student success.
- Committed to ongoing professional development in career counseling, assessment tools, and cultural competency to better serve diverse student populations.

### 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

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marriage, family and child counseling,

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(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

1. Provide career counseling, assessments, and exploration to help students make informed career, educational, and life decisions.
2. Facilitate career development discussions on interests, skills, values, personality, cultural background, employment barriers, and life experiences.
3. Offer personal, educational, and career counseling to a diverse student population, addressing career transitions, career switching, and career advancement.
4. Lead career workshops and group presentations, including career assessments, career exploration, and career readiness.
5. Collaborate with faculty, staff, and student support services to provide career exploration and preparation guidance, especially for disproportionately impacted students.
6. Continuously research, evaluate, and integrate career exploration tools that improve student success in career development and decision-making.
7. Coordinate and assist with career-related activities such as professional panels, career spotlights, job fairs, and networking events.
8. Represent career services at institutional, regional, statewide, and national meetings, events, and conferences to support students' educational and career goals.
9. Provide academic intervention strategies to support student success, monitoring progress and addressing challenges that may impede academic achievement.
10. Maintain liaison relationships with student services, instructional services, and community-based organizations to enhance career development opportunities.
11. Participate in departmental committees, program reviews, and projects to enhance career services and student success.
12. Stay updated on labor market trends, courses, certificates, and transfer pathways to offer relevant career and academic counseling.
13. Develop multimedia workshops, presentations, and career-related resources for students, both in-person and online.
14. Demonstrate cultural humility and proficiency when working with students from diverse backgrounds, including first-generation students, adult learners, low-income students, parenting students, and working professionals.

Equivalency If you do not possess the exact degrees, or higher, listed above or if you anticipate

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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

Physical Requirements:

Typical Sedentary in nature

Environment:

Favorable: usually involves an office. Special Instructions to Applicants: 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 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;
2. Supplemental question within online application;
3. Cover Letter;
4. Resume;
5. Unofficial Transcript (Graduate);
6. Unofficial Transcript (Undergraduate); AND,
7. Three (3) professional references listed within the online application.
8. Equivalency Form (if applicable).
9. Foreign Degree Evaluation (if applicable).
10. Licenses/Certificates/Credentials (if applicable).

Tentative Timeline (Subject to Amendments) The committee will finalize reviewing applications on

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March 1st

Potential interviews will be the week of March 17th. 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 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 AC01109 Indicate budget number(s)

### **Major Responsibilities:**

- Experienced career, personal, and educational counselor with a strong background in diverse educational settings.
- Skilled in guiding students through major and career exploration, helping them make informed decisions based on current and future employment trends.

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- Committed to ongoing professional development in career counseling, assessment tools, and cultural competency to better serve diverse student populations.

**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:**

1. Provide career counseling, assessments, and exploration to help students make informed career, educational, and life decisions.
2. Facilitate career development discussions on interests, skills, values, personality, cultural background, employment barriers, and life experiences.
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4. Lead career workshops and group presentations, including career assessments, career exploration, and career readiness.
5. Collaborate with faculty, staff, and student support services to provide career exploration and preparation guidance, especially for disproportionately impacted students.
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**Licenses:**

**Pay Information:**

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To apply, visit: <https://www.sdccdjobs.com>





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*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**

Student Services  
San Diego Community College District

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