

Counselor Restricted
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254377>

Downloaded On: Mar. 14, 2025 2:12pm

Posted Mar. 13, 2025, set to expire Mar. 28, 2025

Job Title	Counselor Restricted
Department	Veterans
Institution	San Diego Community College District San Diego, California
Date Posted	Mar. 13, 2025
Application Deadline	03/28/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services
Apply Online Here	https://apptrkr.com/6075487
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Job Description	

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Counselor Restricted

San Diego Community College District

Closing Date: 3/28/2025

Position Number: 00120591

Location: San Diego Miramar College

Position Type:

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Academic

The Position:

Posting Details (Default Section)

Closing Date: 03/28/2025 Open Until Filled No Classification Title Counselor [Restricted] Working Title Veterans Counselor [Restricted] Recruitment Limits Continuation of this position is based upon continued funding from the available VRC ongoing fund. The position and the incumbent's assignment will terminate when the funding is no longer available. Location San Diego Miramar College Pay Information **This is a restricted position. The position may continue, based upon renewal of funding.**

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: 00120591 FLSA Status Exempt (does not accrue overtime) Bargaining Unit AFT/College Faculty Range (na) Position Type Academic Department Veterans The Position San Diego Miramar College, a student-ready college, invites all qualified candidates to apply for the position of Veterans Counselor (Restricted, non-tenured). 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

Applications are currently being accepted for Veterans Counselor [RESTRICTED], located at Miramar Campus. **This is a restricted position and may continue contingent upon grant funding. The position may continue, based upon renewal of funding.** Selected candidate must be willing to adjust work days/hours based on the department's needs.

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

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Responsibilities

- Provide counseling services both on campus at Miramar College and at our partner military installation, Marine Corps Air Station.
- Assist Miramar College's diverse student population with successful transfer, personal and career counseling, and educational goal completion.
- Provide counseling and advisement services to Veterans and military affiliated students of diverse backgrounds regarding transfer, degree, and career technical education program planning, career decisions, goal clarification, and personal life management.
- Provide information and guidance to students, faculty, staff, and the community to ensure students' appropriate and successful transition to four-year colleges and universities and provide the necessary support.
- Experience with veteran's educational benefits and services, enrollment certification, catalog approval, and awareness of trends in Department of Veterans Affairs policies is preferred.
- Assist students and staff in resolving issues and complaints involving Veterans educational benefits and services, the Veterans Resource Center (VRC), and other student services areas.
- Maintain student records, in compliance with San Diego Community College District and Department of Veterans Affairs policies and procedures.
- Facilitate student success, guided pathways, equity, and pre-enrollment services to students.
- Perform educational advising; administer and interpret appropriate assessment instruments to prospective students; refer students to support service and faculty to further assist them in determining appropriate educational goals.
- Inform students about college procedures, catalog use, regulations, fees, resources, special programs, multiple measures, and the use of appropriate milestones.
- Assist students with the development of abbreviated and comprehensive education plans.
- Conduct individual and group counseling services in face-to-face and online formats.
- Develop programming for student development, create in-service training for faculty and staff to promote the needs of military affiliated students.
- Assist students in finding appropriate college and community resources to resolve problems and crises that interfere with their success as students.
- Provide counseling services for probationary and disqualified students; address and identify student learning problems in cooperation with the instructional programs and services.
- Create and lead workshops and programming; assists in developing and implementing retention programs and monitoring student progress.
- Assist with the ongoing planning and implementation of the college's integration efforts, Success Equity and Achievement Program, and Guided Pathways to name a few.
- Participate in evaluating institutional practices and programs as they affect students; plan and conduct relevant research in areas such as academic skill levels, student attrition, and follow-up

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transfer.

- Participation in campus-wide and district committees.
- Maintain cooperative work relationships across campus and departments, especially with the general counseling unit.

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 **The successful candidate will have achieved:**

- Demonstrated knowledge of and/or experience in providing personal, academic, career, and online counseling/advising services in a post-secondary educational setting.
- Evidence of experience or academic preparation in conducting assessment, advisement, and student orientation.
- Evidence of knowledge, experience, and/or training that would indicate the ability to instruct and work successfully with large groups and the ability to plan, develop, or implement orientation, college enrichment, career assessment, and transfer workshops and programs.
- Demonstrated evidence of knowledge and ability to identify students experiencing academic difficulties, including monitoring, evaluating progress, and increasing retention.
- Demonstrated knowledge, ability, and experience in preparing and presenting written reports and evaluation of services.
- Show knowledge, ability, and experience in developing various educational plans for college students.
- Ability to teach and facilitate individual and group sessions.
- Evidence of knowledge and/or skill in using computer technology.
- Evidence of experience in providing information about campus-based programs to include but are not limited to the following: DSPS, EOPS, and academic support, articulation, student employment and career services, and work experience.
- Evidence of ability to establish and maintain a collegial and cooperative working relationship with faculty, staff, and administration.
- Ability to utilize technology in promoting and enhancing services to students.

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- Demonstrated sensitivity to and understanding the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

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, with services provided at Marine Corps Air Station, in addition to Miramar College. 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 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;

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2. Complete responses to the Supplemental Questions, including examples and outcomes;
3. Resume;
4. Cover Letter;
5. List of Courses Taken (Refer to "Special Instructions" in posting); AND,
6. Three (3) Professional References within the online application.
7. *Unofficial Transcripts (Undergraduate).
8. *Unofficial Transcripts (Graduate).
9. Equivalency Form (if applicable).
10. Foreign Degree Evaluation (if applicable).
11. License/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.

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

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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 AC01099 Indicate budget number(s)

Major Responsibilities:

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- Maintain cooperative work relationships across campus and departments, especially with the general counseling unit.

Qualifications:

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- Evidence of experience in providing information about campus-based programs to include but are not limited to the following: DSPS, EOPS, and academic support, articulation, student employment and career services, and work experience.
- Evidence of ability to establish and maintain a collegial and cooperative working relationship with faculty, staff, and administration.
- Ability to utilize technology in promoting and enhancing services to students.
- Demonstrated sensitivity to and understanding the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

Licenses:

Pay Information:

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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.

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benefits.

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

Veterans

San Diego Community College District

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