

**Counselor - Adjunct - Spokane Community College
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=255194>

Downloaded On: Jul. 31, 2025 12:19am

Posted Apr. 1, 2025, set to expire Jan. 6, 2026

Job Title Counselor - Adjunct - Spokane Community College
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Apr. 1, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Counseling Services

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Job Description

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Counselor - Adjunct - Spokane Community College

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Counseling

Open Continuous

Starting salary for this position is: \$40.83 - \$86.87 per hour based on workload category.

This is an adjunct (part-time) position. Compensation will be pro-rated according to the amount

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of workload assigned. Spokane Colleges reserves the right to cancel this recruitment without notice. Academic employees are represented by the Association of Higher Education (AHE), which is affiliated with NEA and WEA. Membership is optional.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be forwarded to the hiring official as they are received and accepted until the need is filled.

About the Counselor - Adjunct - Spokane Community College

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Provides academic support services and personal counseling to students and prospective students;
Supports student academic success as a generalist counselor through academic and transfer advising, educational planning, clarification of educational, career, and life goals;
- Provides counsel to students in the areas of learning, test-taking, study skills;
- Supports student retention and success through short-term mental health, adjustment, and relational counseling. Provide crisis intervention counseling when appropriate. Maintains a current list of referral sources for use when on-site counseling is inappropriate;
- Serve as liaison between the counseling department and program instructional faculty. Also, liaise with program Advisory Committees when appropriate. If assigned to the Transfer Advising Center, will liaise with baccalaureate institutions in the region;
- Attend division, department, general faculty meetings, and when directed, district meetings, and in-service training; serves on district or college councils or committees, and preforms other activities within the scope of the position;
- Complies with state and federal law applicable to professional duties and responsibilities;
- Follows established procedures in areas such as sprinting, turning in grades, bookstore orders, office support, student financial aid requirements, safety regulations and related administrative processes;
- Support and advance the CCS strategic plan, and perform other duties as assigned;
- In Addition, counselors may:
 - Develop and deliver courses in college orientation/success and career planning utilizing

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- appropriate pedagogy and technology that facilitates student learning and success.
- Supervise paraprofessional employees or direct the work of assigned work-study students. Responsible for ensuring assigned staff adhere to acceptable behavior and performance standards.
- Demonstrate that assigned staff have been informed how behavior and performance will be assessed, receive timely and accurate feedback regarding performance, and any observed performance and behavioral problems are corrected promptly.
- Advise student clubs or associations.
- Participate in student recruitment activities.

MINIMUM QUALIFICATIONS

- An earned Master's degree in Counseling or closely related field from an accredited institution.
- Previous counseling experience in an academic or vocational setting.
- Acceptance of the responsibility to promote the welfare and best interests of students at all times. A demonstrable understanding and acceptance of the mission, values, goals and objectives of CCS. The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, community and technical college system.
- A demonstrated understanding and value for the contributions that a diverse workforce can make to the success of the organization and the students we serve.

DESIRED QUALIFICATIONS

- Vocational counseling background.
- Experience working in a higher education setting.
- Experience in group facilitation and mediation.
- Experience working with a diverse student base to include: underrepresented, non-traditional, economically disadvantaged, and/or people with disabilities.
- Knowledge of Family Educational Rights and Privacy Act (FERPA).
- Teaching experience.
- Experience in academic advising and career planning.
- Experience in networking with outside agencies
- Additional license, experience, etc.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an

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H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Adjunct faculty must work two (2) consecutive quarters at 50% or more of full-time academic load in order to qualify for benefits (based on instructional hours only). Once determined to be eligible, benefits begin on the first day of the month following the beginning of the quarter. Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan; leave accruals and usage are governed by the faculty master contract.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

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Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/counselor-adjunct-spokane-community-college-spokane-washington-united-states>

Contact Information

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

Contact

Staff

Community Colleges of Spokane

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