

Faculty Counselor - Non-Tenure Track - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259754>

Downloaded On: Jul. 17, 2025 1:34am

Posted Jul. 16, 2025, set to expire Jul. 28, 2025

Job Title	Faculty Counselor - Non-Tenure Track - Spokane Falls Community College
Department	SFCC Counseling & Advising
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jul. 16, 2025
Application Deadline	07/28/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services
Apply Online Here	https://apptrkr.com/6382378

Apply By Email

Job Description

Image not found or type unknown



Faculty Counselor - Non-Tenure Track - Spokane Falls Community College
Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC Counseling & Advising

Starting salary for this position is: This is a full-time, annualized (non-tenure track) position with an entry level base salary (for a 175-day academic year contract) of \$71,096 - \$108,630 annually. Future advancement in base salary, up to the current maximum of \$108,630, is based

Faculty Counselor - Non-Tenure Track - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259754>

Downloaded On: Jul. 17, 2025 1:34am

Posted Jul. 16, 2025, set to expire Jul. 28, 2025

upon a combination of years of service accrued at our college and professional development activity.

Annual salary is comprised of base salary plus any combination of academic year overload contracts, summer effort contracts, project stipends, student club advising stipends, and/or department chair program lead faculty stipends consistent with the provisions of the current collective bargaining agreement between Spokane Colleges and the Association for Higher Education (AHE).

About Us

The Spokane Falls Community College Counseling Department is comprised of a dynamic group of eleven Faculty Counselors, both tenured and annualized, and several adjuncts who serve as academic advisors within the Student Affairs division and report to the Dean of Students. The Counseling Department is committed to inclusivity and strives for equity and enhancement of the diversity of the campus community and practices. As a department, Faculty Counselors function as generalists, which requires a strong understanding of all SFCC academic programs as well as transfer partner offerings. Faculty Counselors provide academic advising to students in one-on-one meetings or group sessions while utilizing collaboration within the department and the college to develop strategies for student success. Faculty Counselors may serve in key roles in the six Guided Pathways. They may also work with students attending SFCC's Pullman Campus at Washington State University and with Running Start students, a program that provides opportunities for high school juniors and seniors to earn college credit while in high school. Faculty Counselors may also teach for-credit, college level courses and serve on district and college committees that focus on a range of educational topics.

Spokane Falls Community College (SFCC) is a beautiful campus located in the inland Pacific Northwest, on the ancestral home of the Spokane Tribe near the Spokane River. Our campus is not far from the urban center of Spokane, a mid-sized city with a high quality of life and quick access to the outdoors.

SFCC is one of two accredited community colleges that comprise the Spokane Colleges. In addition to serving the urban and suburban population in greater Spokane, including students from Fairchild Airforce Base, the Spokane Colleges provide educational services to rural communities throughout our 12,302 square-mile region in Eastern Washington, including students from the Spokane and other Eastern Washington tribes.

Serving about 8,200 students, SFCC strives to be an educational leader and a responsive partner with the community and region to provide access to relevant programs of the highest quality. We offer a

**Faculty Counselor - Non-Tenure Track - Spokane Falls
Community College
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=259754>

Downloaded On: Jul. 17, 2025 1:34am

Posted Jul. 16, 2025, set to expire Jul. 28, 2025

large liberal arts/transfer program (approximately 75% of total enrollment) as well as state-of-the-art professional technical programs (about 25%). As reflected in our mission statement, we strive to "embrace diversity, promote equity, and foster global awareness" at every level of our college.

Applications will be accepted until 4:00 p.m. PST on 07/28/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Faculty Counselor - Non-Tenure Track - Spokane Falls Community College

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

The successful candidate will:

- Provide academic advising, academic support services, and personal support to students.
- Serve in one or more roles that may include:
 - Leadership and support to at least one of the six Guided Pathways Teams. For more information about Guided Pathways in Washington State visit: <https://www.sbctc.edu/colleges-staff/programs-services/student-success-center/guided-pathways>. For information about our six Pathways at SFCC, visit: <https://sfcc.spokane.edu/What-to-Study>
 - Serve as a liaison to the administrative team and staff of SFCC's Pullman Campus located at WSU (Washington State University) and provide advising to students attending the Pullman Campus. For more information about the Pullman Campus, visit: <https://sfcc.spokane.edu/About-Us/Contact-Us/Pullman>
 - Advise students in the Running Start program. For more information about Running Start, visit: <https://sfcc.spokane.edu/Become-a-Student/High-School/Running-Start>
- Support student academic success as a generalist counselor, in the spirit of Guided Pathways, through academic and transfer advising, education planning, and clarification of educational, career, and life goals.
- Participate and collaborate effectively as a member of the SFCC Counseling Department team.
- Participate and collaborate effectively with Pullman Campus colleagues, programs, departments, and services.
- Participate and collaborate effectively with other SFCC Running Start counselors and with the Running Start administrative team.
- Serve as a liaison between the Counseling Department and pathway/program instructional faculty, program advisory committees, and other administrators, teams, and stakeholders as

Faculty Counselor - Non-Tenure Track - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259754>

Downloaded On: Jul. 17, 2025 1:34am

Posted Jul. 16, 2025, set to expire Jul. 28, 2025

appropriate.

- Utilize existing and emerging technologies to meet the needs of current and future students. Examples include student information systems, web conferencing software, customer relationship management software, virtual calendaring, learning management systems, and student success platforms.
- Attend all division, department, and general faculty meetings, district meetings as appropriate, and in-service trainings; serve on district or college councils or committees.
- Perform other activities within the scope of the position.
- Participate in student recruitment and/or onboarding activities, such as new student orientation, Sasquatch Registration, and Running Start outreach events.
- Follow established procedures related to federal, state, and Spokane Colleges regulations and policies.
- Embody the values of Spokane Colleges through a commitment to students first, equity, access, excellence, integrity, leadership, responsiveness, and stewardship.
- This position will be in-person and located in the Counseling Department in Spokane, Washington as a member of the SFCC Counseling Department Team. Remote communications with colleagues and students at the Pullman Campus as well as periodic travel to Pullman, Washington for periodic in-person advising, meetings, programs, and events may be required.

MINIMUM QUALIFICATIONS

- An earned master's degree in education or counseling (or an earned master's degree in a related field with experience as an academic counselor/advisor).
- Demonstrated ability and willingness to collaborate and actively contribute to departmental and college teams and activities, such as Guided Pathways, Running Start and Dual Enrollment programs, Disability Access Services, Financial Aid, Admissions, New Student Orientation, and Sasquatch Registration.
- Demonstrated commitment to fostering and supporting a teaching, learning, and working environment that honors diversity, equity, inclusion, and accessibility.
- Demonstrated skill in supporting individuals navigating difficult situations.
- Demonstrated ability to work with diverse populations, including the skills to connect with those with varied communication and support needs.
- Proficiency with office software including Microsoft Office suite and video conferencing, etc.
- Model professional decorum and mutual respect in personal interactions.
- Comply with district policy, procedures and directives, state and federal regulations, orders, and statutes, and collective bargaining agreements.

Faculty Counselor - Non-Tenure Track - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259754>

Downloaded On: Jul. 17, 2025 1:34am

Posted Jul. 16, 2025, set to expire Jul. 28, 2025

DESIRED QUALIFICATIONS

We strongly encourage candidates to apply even if they do not meet these preferred competencies. These competencies are not necessary for application, but having one or more of these could increase a candidate's success:

- Previous experience equivalent to at least one academic year as an academic counselor/advisor, including work in transfer and career planning.
- Previous experience equivalent to at least one academic year of teaching related to an academic setting, presenting, facilitating workshops, or similar activities with adult learners.
- Experience working in Running Start and/or Dual Enrollment programs.
- Experience as a mental health counselor, professional counselor, marriage and family therapist, or substance use disorder professional.
- Previous experience equivalent to at least one academic year working in a community college.
- Experience with or extensive knowledge of Guided Pathways.
- Proficiency with customer relationship management systems, SIRS, learning management systems (such as Canvas), student information systems (such as Peoplesoft) and/or customer support software.

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 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

This is an annually contracted (annualized) position. 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

Faculty Counselor - Non-Tenure Track - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259754>

Downloaded On: Jul. 17, 2025 1:34am

Posted Jul. 16, 2025, set to expire Jul. 28, 2025

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

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

Faculty Counselor - Non-Tenure Track - Spokane Falls
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259754>

Downloaded On: Jul. 17, 2025 1:34am

Posted Jul. 16, 2025, set to expire Jul. 28, 2025

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/faculty-counselor-non-tenure-track-spokane-falls-community-college-spokane-washington-united-states-81c4a5cf-7005-4a22-a100-7d705c8d6a71>

Contact Information

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

Contact

SFCC Counseling & Advising
Community Colleges of Spokane

,