

**Manufacturing Career Counselor/Coordinator (Full-Time,  
Categorically Funded) Fresno City College  
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=260348>

Downloaded On: Jul. 29, 2025 3:09am

Posted Jul. 28, 2025, set to expire Aug. 4, 2025

**Job Title** Manufacturing Career Counselor/Coordinator (Full-Time, Categorically Funded) Fresno City College  
**Department** Fresno City College  
**Institution** State Center Community College District  
Fresno, California

**Date Posted** Jul. 28, 2025

**Application Deadline** 08/04/2025

**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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**Manufacturing Career Counselor/Coordinator (Full-Time, Categorically Funded) Fresno City College**

**State Center Community College District**

**Closing Date:** 8/4/2025 at 11:55 PM

**Campus Location:** Fresno City College

**Start Date:** 06/17/2025

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**Essential Functions:**

At Fresno City College we value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful candidate will be an equity-minded leader committed to student success achieved through collaboration with faculty, classified staff, administration, students, and community partners who are also dedicated to closing equity gaps.

An equity-minded individual is a person who:

1. Understands the importance of holding ourselves accountable as educators for closing equity gaps and engaging in equitable practices;
2. Reframes inequities as a problem of practice and views the elimination of inequities as an individual and collective responsibility;
3. Encourages positive race-consciousness and embraces human difference;
4. Supports institutional practices that both develop and sustain culturally responsive teaching and learning environments; and
5. Strategically builds support for and participation in equity-related initiatives across both our internal and external communities.

Fresno City College seeks leaders who value placing the student at the center of everything we do, mentorship, and working in a collegial, collaborative environment. Leaders should be open and willing to participate in culturally relevant professional development that will help them prepare for the population of students who attend Fresno City College.

The ideal candidate will share Fresno City College's commitment to educating its racially and socioeconomically diverse student population. For the 2023-2024 academic year, we enrolled over 39,271 students in which 66% identify as Latinx, 11% as Asian/Pacific Islander, 5% as Black/African American, 15% as White, 1% as American Indian/Alaska Native, and 3% as multiracial. Fresno City College is a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community. The successful candidate will join a department dedicated to the use of a curriculum responsive to the students it serves.

This position reports to the Dean of Student Services, Counseling, and will be responsible for a full range of counseling services with individuals and groups. The Counselor/Coordinator, Manufacturing and Career will:

- Providing the total range of community college counseling services, including career and educational planning, orientation, assessment interpretation, transfer, student outreach and

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personal counseling;

- Assisting students in the development of a student education plans (SEP);
- Planning and conduct multi-media classroom presentations and large presentations;
- Providing Career Exploration activities for students interested in the manufacturing sector;
- Coordinating manufacturing employers' participation at Career Exploration activities hosted by the college;
- Coordinating guest speaker recruitment and scheduling for manufacturing-related programming;
- Facilitating JobSpeaker utilization to connect students with employers in the manufacturing sector for employment and internship opportunities;
- Connecting students to internship and job opportunities;
- Coordinating employer collaboratives for manufacturing related occupations;
- Working collaboratively with faculty members, counselors, staff, and administration;
- Assisting in the building of collaborative relationships with college faculty and high schools;
- Providing information on the college and promoting academic pathways on behalf of the college;
- Providing leadership in program plans directed towards college degrees earned and transfer-readiness;
- Preparing and sending communications to dual enrollment instructors and other stakeholders outlining dual enrollment procedures, calendar of dates and deadlines, and procedures for checking class rosters and for entering grades;
- Providing support for enrollment and onboarding activities for identified groups of students and communicate regularly with high schools, students, parents, counselors, and faculty;
- Working collaboratively with instructional faculty, staff, and administrators in the development of student success initiatives, provision of counseling in support of guided pathways and other student support services that will ensure student access to college, retention and completion rates;
- Assisting with expenditures and budgets;
- Serving on and attending department, college, and district committees as needed;
- Participating in program review, student learning outcome development, and assessment to improve student learning;
- Working assignments in a variety of settings and times, including evening and/or weekends, and on-line or off-campus; and
- Other duties as assigned.

**Minimum Qualifications:**

All candidates must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of

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community college students, as these factors relate to the need for equity-minded practice within the classroom; **and**

- Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family, and child counseling; **or**
- A valid California Community College Credential; **or**
- The equivalent education and/or experience (**requires an equivalency**).

**(Note:** If the degrees posted on your transcript(s) do not match **exactly** as stated above, you **must** petition for equivalency. 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.)

**Desirable Qualifications:**

- Experience and skill incorporating elements of diversity, equity, and inclusion into all areas of responsibility;
- Recent experience working with African American, Asian/Pacific Islander, Latinx, Native American, and other racially minoritized students in the classroom and an understanding of how historical patterns of exclusion of these groups in higher education shape patterns of participation and outcomes;
- Willingness to examine and remediate one's instructional, relational, and classroom practices to more effectively engage and support racially minoritized students;
- Related work and professional experience;
- Experience working with students of various cultural, gender, age, socioeconomic, and ethnic backgrounds, students with disabilities;
- Demonstrated ability to work with computers, and other technologies, which are utilized in providing high-quality instruction and support to students;
- Demonstrated ability to communicate effectively with students and staff;
- Experience in conducting workshops and teaching courses in career and personal development;
- Knowledge of California Community Colleges matriculation processes;
- Knowledge and experience interpreting and utilizing articulation agreements and transfer requirements for community college students;
- Experience in using and interpreting a variety of career assessment tools;
- Experience in designing and preparing Student Educational Plans (SEPs) for community college students;
- Knowledge and utilization of instructional best practices for students in the classroom;

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- Ability to develop and maintain counseling notes in Colleague, SARS, or similar electronic record keeping software in a timely and effective manner;
- Ability to work closely with faculty in academic divisions and engage in collegial dialogue on issues of student success;
- Providing counseling support specific to the needs of students on academic probation or disqualification; and
- Knowledge of the community college and its mission and goals.

**Conditions of Employment:**

191 duty days per year, contingent upon funding. Duty days will be prorated based upon start of assignment.

**Salary and Benefits:**

Starting annual salary is \$71,054 - \$114,782 based on education and experience. *Duty days will be prorated based upon start of assignment.* An annual doctoral stipend of \$2,419 is available. In addition, the District offers an attractive fringe benefit package including medical, dental, and vision coverage for the employee and dependents, and life insurance. Employees are also members of the California State Teacher's Retirement System (CalSTRS).

**Selection Procedure:**

Applications will be screened by Human Resources for completeness **and** to determine which applicants meet the minimum qualifications as stated in the job announcement.

**From the applicants who meet the minimum qualifications and who have submitted all the required documents by the closing date and time listed on the job announcement, a selection advisory committee will review the candidates who are best qualified based on the minimum and desirable qualifications and then determine who will be invited to interview.**

The selection committee will rate responses to the interview questions and writing prompt (if applicable). Based on this rating, a small number of applicants will be selected as the "recommended candidates". These candidates will be forwarded to the Vice President and College President for final interviews.

A hiring recommendation will be made by the College President and forwarded to the Board of Trustees of State Center Community College District for final approval.

State Center Community College District is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and

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employees fairly and equitably. [SCCCD EEO Plan](#)

For more information, contact the Academic Human Resources Office, 1171 Fulton St, Fresno, California, 93721, (559) 243-7100. For information on Fresno City College or State Center Community College District, visit our website at [www.scccd.edu](http://www.scccd.edu). **Please refer to Position No. FCOUN-COU (Slot #1174)**

**Submission of application and related materials is the applicant's responsibility and must be submitted through the district's online applicant portal. The District reserves the right to re-advertise or to delay indefinitely the filling of a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool or if funding is not available. All application materials are subject to verification. False statements may be cause for disqualification or discharge from employment.**

**Additional Information:**

**This is a full-time categorically funded position contingent upon funding. The District may fill more than one position from this pool.***About the College*As the very first community college in California, Fresno City College has a proud history of leadership in education and preparing generations of students for their future. Fresno City College is nestled near the lively Tower District and minutes from downtown Fresno, brick buildings and towering trees tell the long story of this historic institution. It is committed to academic excellence and diversity, equity, and inclusion among its faculty, classified professionals, and students. The college takes responsibility for equitable outcomes and successful pathways for all students.

[Work for Us!](#)

***Mission***

As California's first community college, Fresno City College provides access to equity-centered, quality, innovative educational programs, and support services. Committed to a culture of anti-racism, we create dynamic communities of respect and inquiry which encourage student success and lifelong learning while fostering the sustainable economic, social, and cultural development of our students and region.

***Vision***

Fresno City College aspires to build upon our equity-centered mission and further our commitment to normalize a culture of racial equity and anti-racism. As a community of educators and learners, we will use our individual and collective positions of influence, power, and privilege to foster a community of belonging, affirmation, and validation. We will courageously join as faculty, staff, and students in

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upholding our core values to transform lives in the Central Valley and beyond.

**Core Values Equity-Mindedness:** We call attention to patterns of inequity in student outcomes and take personal and institutional responsibility for the success of our students. We critically reassess our own practices, are race-conscious, and aware of the social and historical context of exclusionary practices in American Higher Education.

**Social Justice:** We are focused on removing institutional barriers, taking responsibility for and mitigating systemic barriers. We are invested in validating our students' lived experiences through examining qualitative and quantitative data which enhances our understanding of intersectionality. This builds a foundation of data-driven solutions and responses to systemic issues.

**Sustainable Social and Economic Mobility:** We commit to breaking extractive, exploitative, and racist systems and practices. Servimos y empoderamos (we serve and empower) marginalized and racially-minoritized individuals, communities, and histories. With invested community partners, we build programs which foster trans-generational economic growth and prosperity.

[FCC Institutional Research Site](#)

To be considered for this position please visit our web site and apply on line at the following link: [www.scccd.edu](http://www.scccd.edu)

EOE

### Contact Information

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

### Contact

N/A

State Center Community College District

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