

Posting Preview

Position Information

Posting Number:	0000043
Classification Title:	GEAR UP PROGRAM COUNSELOR/ACADEMIC ADVISOR
Position Title:	GEAR UP PROG COUNSELOR/ACADEMIC ADVISOR (Non-Tenure Track, Categorically Grant Funded)
Title Code:	GEARUPCOUN
Compensation:	<p>Initial salary placement ranges from \$49,467 to \$77,466, based upon education and experience, per salary schedule. The current faculty salary schedule includes five classes and twenty steps with a maximum annual salary of \$103,782. A District-paid comprehensive benefit package which includes medical, dental and vision insurances for the employee and dependents, and a \$50,000 employee life insurance policy are provided.</p> <p>THIS POSITION IS NON-TENURE TRACK. CONTINUED EMPLOYMENT IS CONTINGENT UPON AVAILABILITY OF GEAR UP GRANT FUNDING. ANTICIPATED FUNDING PERIOD THROUGH JULY 2014.</p> <p>Salary Schedule is subject to change.</p>
Job Category:	<p>Faculty</p> <p>Under the direction of an area administrator, the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Counselor/Academic Advisor will work directly with students located at partner schools and meet with personnel and parents; conduct needs assessments of students including ensuring completion of required program surveys and other assessments; work closely with school site coordinators and teachers in reviewing participant records, and monitoring student academic progress. Provide appropriate counseling and academic advising to ensure that students will transition to the next level grade; meet with parents and school personnel and recommend appropriate student interventions, develop appropriate curriculum and teach and/or facilitate GEAR UP student and parent workshops during summer institute and Saturday/afterschool academies, and provide training and guidance to GEAR UP tutors and summer program student assistants.</p>
Job Summary/Basic Function:	<p>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 license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.); three years increasingly responsible experience in counseling, diverse student populations; and a minimum of two years experience in federally-funded programs. Pupil Personnel Services Credential (PPS); English-Spanish bilingual.</p>
Minimum Qualifications:	<p>LICENSES AND OTHER REQUIRMENTS: Valid California driver's license.</p> <p>Review student portfolios and academic plans; track and monitor student</p>

progress; maintain and organize a variety of files and spreadsheets, including information of a confidential nature; maintain confidentiality of information related to students, personnel or controversial matters; resolves issues and concerns; serve as College representative to partner schools. Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, and ethnic and disability backgrounds. E

Prepare and send mass mailings to parents and students. Develop specialized workshops for GEAR UP students and their parents and assist GEAR UP staff in preparing for all activities/events.

Assist Director of Special Programs in coordinating and conducting individualized and group student and parent orientations including providing overview of programs, resources that are available, referral services other information focusing on a variety of students needs.

Advise and counsel students and their parents on all aspects of student financial aid including, but not limited to, satisfactory academic progress, eligibility, appeals and regulations. E

Representative Duties/Essential Functions: Develop, implement, coordinate, and co-direct the activities of the GEAR UP Program; schedule seminars and workshops; assign dates, facilities and presenters; assist students and school personnel, and monitor completion of activities and grant objectives. E

Work closely with school site coordinators in reviewing student portfolios; tracking and monitoring student progress; maintaining and organizing a variety of files and spreadsheets, including information of a confidential nature; maintain confidentiality of information related to students, personnel or controversial matters; resolves issues and concerns; serve as College representative to partner schools. Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, and ethnic and disability backgrounds. E

Teach/present workshops during summer institute and Saturday/afterschool programs and assist GEAR UP staff in all related Program activities E

Working closely with Director of Special Programs and school site coordinators, plan and schedule field trips and university site visits. E

Serve as lead counselor and provide directions and guidance to part-time/temporary GEAR UP academic counselors/advisors. E

School subject-based standards and high school graduation requirements.

Counseling skills and appropriate student advising techniques.

Post-secondary entrance requirements.

Counseling tracking software, tools, and appropriate counseling resources.

Knowledge Of:

Applicable sections of the State Education Code and other applicable laws.

Financial Aid (FAFSA) application process and other financial aid and/or scholarship, and other student data system and software.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using sensitivity, tact, patience and courtesy.

Operation of personal computer, software applications and other office

equipment.

Research methods and report writing techniques.

Perform individualized or group counseling/advising to students from diverse groups.

Work collaboratively with teachers, administrators, counselors, and staff.

Provide career and vocational guidance/advising to students and parents.

Ability to develop appropriate program curriculum and complete approval processes.

Research and assist students in identifying post-secondary options including financial aid and other financial resources.

Provide appropriate intervention strategies.

Provide consultation and recommendations to school staff and parents.

Perform advanced specialized duties to coordinate, communicate and process information.

Ability To:

Plan, organize and direct activities.

Track/monitor student academic progress.

Coordinate research needs for grant compliance.

Train and provide work direction to tutors and student assistants.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Assist in compiling and verifying data; prepare time and effort reports.

Maintain current knowledge of counseling techniques and methods, program rules, regulations, requirements and restrictions.

Prepare and deliver oral presentations both in English and Spanish.

Work confidentially with discretion.

Effectively use technology in every aspect of daily operations.

Work independently with little direction.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

On- and off-site Working Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and speak and exchange information. The employee may be required to stand for extended periods of time and walk. The employee is regularly required to operate a computer and other office equipment, lift, carry, push, or pull up to 50 pounds.

Distinguishing Characteristics:

Department:

Student Services

Posting Date:

03-17-2009

Closing Date:

Open Until Filled

To be considered a candidate for this position, all materials required should be received in the Victor Valley College Office of Human Resources by the Internal First Review Date of 05/12/2009 at 4 pm. Application materials will be accepted after this date, however, if a file is not complete by the First Review Date, the application may not be considered by the Screening Committee.

THIS POSITION IS NON-TENURE TRACK. CONTINUED EMPLOYMENT IS CONTINGENT UPON AVAILABILITY OF GEAR UP GRANT FUNDING. ANTICIPATED FUNDING PERIOD THROUGH JULY 2014.

It is the applicant's responsibility to ensure that all requested materials are received. All materials included in the application packet become District property, will not be returned, and will not be copied.

All information qualifying an applicant for the position must be included on the Victor Valley College Academic Application. To assist the District in determining whether an applicant meets the minimum requirements, descriptions of an applicant's present and past job duties should include details pertinent to the position for which he/she is applying.

If it is unclear whether an applicant meets the minimum qualifications for the position from the application, that applicant will be disqualified.

It is not unusual for the District to receive hundreds of applications for a position. For this reason, it is advantageous to make the application as easy to review as possible.

Application Procedures:

Candidates wishing to apply for more than one position must apply for each position separately.

A complete file consists of all of the following:

1. A completed electronically signed electronic Victor Valley College Academic application form
2. A letter expressing interest in the position
3. A current resume
4. Copies of transcripts showing college degrees and course-work. NOTE: Degrees must be from an accredited institution. It is the responsibility of the candidate to include U.S. evaluations of non-U.S. transcripts with their application.
5. Three letters of recommendation from persons having firsthand knowledge of the applicant's professional qualifications, character, etc.
6. Valid California state driver's license, may be acquired within thirty days of employment.

Victor Valley College is an Equal Opportunity Employer. Victor Valley College prohibits sexual harassment and assures that all employees will enjoy equal opportunity regardless of race, color, religion, marital status, sex, sexual orientation, national origin, age, disability, or status as a veteran. Employment acceptance or rejection shall be based on job-related qualifications.

Posting Preview

Position Information

Posting Number:	0000036
Classification Title:	F/T COUNSELOR, CalWORKS Program
Position Title:	F/T COUNSELOR, CalWORKS Program, Contingent on CalWORKS Funding
Title Code:	FTCOUNCLWK
Compensation:	<p>CATEGORICALLY FUNDED. Initial salary placement ranges from \$49,803 to \$77,993, based upon education and experience. The current faculty salary schedule includes five classes and twenty steps with a maximum annual salary of \$104,488. A District-paid comprehensive benefit package includes medical, dental and vision insurances for the employee and dependents, and a \$50,000 employee life insurance policy.</p> <p>THIS POSITION IS NON TENURE TRACK AND BASED ON CATEGORICAL FUNDING AND IS CONTINGENT UPON AVAILABILITY OF FUNDS.</p> <p>*Salary schedule is subject to change</p>
Job Category:	Faculty
Job Summary/Basic Function:	<p>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</p> <p>A license as Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, (pursuant to Title 5 Section 53410.0) OR The equivalent*</p>
Minimum Qualifications:	<p>*Equivalency is defined as possessing the background, appropriate to this position, at least equal to that required by the minimum standards even if degrees have different names and experience has been gained in an unconventional manner. Applicants who apply under equivalency must complete the Supplemental Application for Equivalent Qualifications and provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications.</p> <p>PREFERRED QUALIFICATIONS</p> <p>Experience working in a community college CalWORKS Program or related experience.</p> <p>Working with CalWORKS students to develop comprehensive individualized educational program plans with an emphasis on ensuring compliance with county and state CalWORKS requirements.</p> <p>Coordinating the updating of informational/educational materials and resources for students in the program, completing required county and state documentation, and related reports.</p> <p>Providing drop-in and by appointment counseling services whenever necessary or as assigned.</p> <p>Providing and/or facilitating workshops and related student success workshops.</p>

Assisting in the organization and implementation of matriculation activities, such as orientation, assessment, and progress follow-up.
 Participating in developing and implementing strategies and materials to increase student retention and transfer rates.
 Selecting and interpreting educational, vocational and personal assessment instruments.
 Participating in counseling meetings and workshops to keep counseling skills current and other staff development activities.
 Serving on area and college-wide committees as necessary to support and enrich college programs, activities, and initiatives.
 Facilitating group counseling sessions.
 Teaching guidance classes in career planning, re-entry, and academic success.
 Outreach/liaison to local high schools and community agencies.
 Effective use of current information technologies, such as word processing, mainframe systems, computerized career guidance programs, ASSIST, the Internet, etc.
 Participating in program and curriculum development.
 Participating in all levels of program review related to counseling and matriculation services.
 Counseling/advising students, teaching scheduled classes, and performing related duties as assigned.
 Complying with District policies and procedures in the performance of all duties.
 Demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and colleagues.
 Promoting the success of a diverse student population through the use of effective counseling/advisement methods, models, and strategies and through the use of effective teaching methodologies.

Representative Duties/Essential Functions:

Knowledge Of:

Ability To:

Working Conditions:

Office, classroom, lab and/or online environment. Position requires ability to communicate and exchange information.
 The assignment may include day, weekend, and/or evening classes on campus and/or at off-campus locations.

Distinguishing Characteristics:

Department:

Counseling

Posting Date:

03-18-2009

Closing Date:

Open Until Filled

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