FULL-TIME/TENURE TRACK

COUNSELOR
Priority screening deadline: March 30, 2016 by 4 p.m.  Open until filled

THE DEPARTMENT
The Counseling Program at Hartnell College comprises full- and part-time counselors who perform a broad array of counseling and advising for students including, but not limited to, academic advisement, transfer preparation, educational planning, career counseling, career development services, job readiness preparation, and personal counseling. The program operates in the day, evening, and on weekends, and at three campus sites, as well as some off-campus locations, and operates outside the normal academic year.

THE POSITION
Under the general supervision of the Dean of Student Affairs-Student Success, the Counselor will provide direct counseling and support services to students throughout the District, including the provision of services to the unique needs of the Veteran population of students. The Counselor will develop and teach transfer, career guidance, and other counseling classes and workshops, assist students in making decisions and plans relevant to their educational, career, personal, and social needs and goals, assist in the assessment of students in relations to their goals, and provide interpretation of assessment results. The Counselor will participate in the implementation of district-wide student success plans as they relate to admissions, assessment, orientation, counseling, and follow-up components, and will refer students to appropriate campus and community resources and services. The position may include a combination of irregular hours and/or some evenings/weekends at peak periods such as orientation, registration, summer session, and per special requests from departments or partnering agencies. May require travel to other office site locations periodically such as the Alisal Campus, King City Center, and Fort Hunter Liggett.

REPRESENTATIVE DUTIES
• Work closely with students throughout the District to develop educational plans, including plans specifically tailored to the needs of Veteran students;
• Advocate in support of Veterans on campus and in the community;
• Network with Veterans organizations at the local, regional, state and national level;
• Verify academic progress, advise prospective and current Veteran students on Veterans Administration (VA) related issues, and adhere to VA regulations;
• Provide comprehensive counseling services for students including academic career and personal counseling on an appointment and drop-in basis;
• Provide group counseling services, orientations, and workshops;
• Assist students in clarifying their educational goals, selection of courses, and developing student educational plans (SEPs);
• Develop and maintain counseling notes in the College's electronic record-keeping software, in a timely and effective manner;
• Participate in ongoing professional development and training to stay current with college and California community College student success strategies in counseling;
• Train part time and new counselors on procedures, documentation, and processes;
• Collaborate with instructional and counseling faculty and staff from other departments and programs, including Financial Aid, Admissions & Records, EOPS/Care, DSPS, TriO Student Support Services, and other special programs;
• Participate in the implementation of transfer and matriculation activities
• Interpret and utilize articulation agreements and transfer requirements for community college students;
• Participate in outreach activities in the community and on campus;
• Utilize and interpret a variety of career assessment tools;
• Teach courses that focus on career and personal development;
• Utilize and keep abreast of advanced counseling methods and student development theories that include integrating technology to support student learning and identification of career objectives;
• Develop and assess course program level Student Learning outcomes;
• Participate in program review and curriculum development;
• Serve on college committees, attend division and department meeting activities;
• Participate in unit goals and outcome data collection;
• The position may include a combination of irregular hours and/or some evenings/weekends at peak periods such as orientation, registration, summer session, and per special requests from departments or partnering agencies.
• Attend faculty meetings, college assemblies, professional development and orientation activities, and other meetings as called by the dean, vice president, superintendent/president, or designee;
• Perform other duties as assigned.
QUALIFICATIONS

Education and Experience:
• 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
• Bachelor’s degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT) OR
• The equivalent. (Applicants applying for equivalency consideration must submit an equivalency form for equivalency committee review).
• Bilingual (Spanish/English), preferred.
• Preference may be given to candidates with prior teaching and/or counseling experience at the community college level.

Knowledge, Skills, and Abilities
• Ability to work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population;
• Ability to effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals;
• Ability to work effectively in a participatory governance environment;
• Ability to participate in the development of curriculum and programs, including curriculum delivered via new instructional modalities;
• Ability to participate in recruitment and articulation activities with local schools, colleges, universities; and industries;
• Ability to communicate effectively, both orally and in writing;
• Ability to maintain subject matter currency;
• Ability to develop Student Learning Outcomes (SLOs) and to determine their effectiveness in helping students achieve their desired learning outcomes;
• Ability to utilize technology in the delivery of instruction and willingness to explore new technologies for instruction and learning;
• Knowledge of institutional accreditation, planning, and continuous quality improvement;
• Knowledge of and commitment to the California Community College mission;
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• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
• Bilingual- English/Spanish
• Perform other duties as assigned.
• Bilingual in English & Spanish preferred.
• Professional counseling experience in an accredited educational institution.
• A background in teaching and counseling culturally diverse, nontraditional students in an educational setting.
• Knowledge of Veterans educational benefit regulations for both federal and state.
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• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
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* Meeting the minimum and/or preferred qualifications does not assure any candidate an interview.

CONDITIONS OF EMPLOYMENT
• Full-time, tenure-track, counselor position beginning around April 25, 2016.
• Starting faculty salary range: $53,906 to $76,575 annually based on 175 days per academic year. Counselors shall work an additional 10 days per year. Within this salary range, the successful candidate’s starting salary will be based on verified education and teaching/counseling experience.
• District provides health benefits, which currently consist of full coverage for medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents.
• Employee assistance program, basic life insurance for employee only.
• STRS (state teacher retirement system).
• 403b/457 Options
• Valid California driver’s license required.

All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation. Individual selected is required to be fingerprinted and must submit to a tuberculosis examination.

APPLICATION PROCEDURE
All applicants must provide the following items in order to be considered in the initial screening:

1) A completed district application for academic service.
2) A letter of application (2-page max) addressing your qualifications for and interest in the position.
3) A current resume of all work experience, formal education and training.
4) College or university transcripts verifying educational requirement. (copies acceptable)

Note: degrees and credits must be from regionally accredited institutions. Any degree from a country other than the U.S. must be translated and/or evaluated by a NACES approved evaluation service at applicant’s expense.

SUBMIT APPLICATION MATERIALS VIA EMAIL, FAX, OR IN PERSON TO HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY
411 Central Avenue, Salinas – CA 93901 - Phone: (831) 755-6706 – Fax: (831) 755-6937 Email: work@hartnell.edu
APPLICATION AVAILABLE ON OUR WEBSITE: http://www.hartnell.edu/employment-opportunities-faculty

ONLY MATERIALS REQUESTED WILL BE FORWARDED TO SCREENING COMMITTEE. INCOMPLETE MATERIALS WILL NOT BE CONSIDERED.