COUNSELOR – CAREER CENTER
(This position is categorically funded through the Student Success and Support Program, and is contingent upon continued funding).

Application Deadline: Thursday, March 10, 2016 4:00 PM

POSITION DESCRIPTION
This is a full-time, tenure-track counseling position within the Student Services Division. This position will counsel and advise students with a focus on career and academic goals. May teach courses in career development, learning strategies, transfer, and college success. May include evening assignments, recruitment, high school liaison activities, student activities, and curriculum development, as well as participate in any other professional responsibilities as identified under 18.2.3 of the faculty agreement. Although the assignment is initially at the Chino and Fontana Campuses, transfers to the Rancho Campus may be possible per contract and need.

SCOPE OF ASSIGNMENT
The assignment includes (but is not limited to) the following:
• Provide counseling services to students as mandated by SB 1456, the Student Success Act Initiative;
• Provide academic, career, and personal counseling to a diverse community college population;
• Develop seminars and workshops for career services;
• Participate in faculty responsibilities, including meetings, committee assignments, advisory committees, student, and community activities, and contribute through appropriate committee assignments and professional activities;
• Use technology for accessing data, develop educational plans, and implement innovations to enhance student success;
• Serve as a resource to Career Center Success Guides;
• Provide direction to classified staff;
• Assist in developing policies and procedures; establish planning priorities as they relate to the Career Center;
• In conjunction with other counseling faculty, evaluate the need and sustainability of counseling material, software, handouts and media associated with the center;
• Organize the functions of the center to work in concert with the functions of the appropriate support services;
• Insure the preparation of accurate attendance reports and student usage statistics;
• Participate in all appropriate departmental/school and college activities; provide a safe and positive environment conducive to effective learning;
• Perform other counseling-related duties as necessary for the benefit of the students, the college, the community, and the profession;
• Day and evening assignments at the College or any of the College Campuses may be required as part of the regular contract.

MINIMUM QUALIFICATIONS
• Master's degree 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
• Possession of a valid life California Community College Credential authorizing service as a Counselor; OR
• The equivalent (District equivalency form must be completed at the time of application). Note: A Bachelor’s degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline pursuant to Title 5 Section 53410.1;
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
**DESIRABLE QUALIFICATIONS**
Preference will be given to those candidates who establish the highest level of professional competency as evidenced by:

- One (1) year of full-time or two (2) years of part-time successful community college counseling or related experience;
- Experience with career counseling techniques and using career assessments including MBTI and Strong;
- Ongoing career counseling experience that is reflective of current labor trends and diverse career interests;
- Ability to work effectively with other college departments/divisions (i.e., Financial Aid, Instructional Services, Information Services, Economic Development, Marketing, etc.);
- Experience with group counseling or other group facilitation techniques
- Experience utilizing computerized counseling databases;
- Knowledge of community resources and/or District community participation;
- Experience in developing in-depth educational plans for student success

**CONDITIONS OF EMPLOYMENT**
Based upon the minimum and/or desirable qualifications stated in this position announcement, the initial salary placement range is $63,002 to $98,343 (196 service days). Placement is based on the regular full-time faculty salary schedule and is dependent upon verification of relevant experience and coursework from a regional or national accredited institution of higher learning.

**EXCEPTIONAL BENEFIT PACKAGE**
Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the State Teachers’ Retirement System (STRS).

**THE APPLICATION PROCESS**
Application and information may be obtained from Chaffey College, Human Resources at [www.chaffey.edu](http://www.chaffey.edu) or (909) 652-6528. Please refer to the Application Submittal section on our Employment Opportunities page for the various methods in which to submit your application materials: [http://www.chaffey.edu/humres/Employment%20Opportunities.shtml](http://www.chaffey.edu/humres/Employment%20Opportunities.shtml).

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include:

- **District Application**
  (Completion of all sections is required. Do not mark “See Resume”)
- **Letter of Application**
  (State briefly how you meet the qualifications)
- **Resume**
- **Professional Reference List**
  (Include names, current addresses, phone numbers, and email addresses)
- **Copy of Transcripts**
  (Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts. Official sealed transcripts will be required upon hire.)

Foreign transcripts must be transcribed and evaluated in English by a bona fide evaluation service. Educational requirements must be met on or before the closing date.

The College does not return materials submitted in application for a position. Please do not include any additional documents not required in the Application Process section.

Completed application and related materials must be received by Human Resources no later than 4:00 p.m. on the application deadline date as indicated at the top of the announcement. Failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose.

Submission of application and related materials is the applicant’s responsibility. The District reserves the right to readvertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.
Applicants should promptly notify the Office of Human Resources of any change of address and/or phone number. All application materials are subject to investigation and verification. False statements will be cause for disqualification or discharge from employment.

The Selection Process
A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation due to a disability, please indicate this request on your application or contact the Office of Human Resources.

Travel costs related to an interview will be borne by the applicant.

All application materials must be submitted to:

CHAFFEY COMMUNITY COLLEGE DISTRICT
Human Resources
5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002
(909) 652-6528

About the College

The College
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. Its campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

District
The college district serves a population of 650,000 in the west end of the vibrant Inland Empire of San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda) and Upland are located. Four high school districts are contained in these communities.

Curricula
Chaffey College has lower division courses for students who plan to transfer to a four-year college or university, occupational courses for students who wish to gain competence in employable skills, or who wish to improve their skills, and general education courses for all students to provide them with an awareness of the ideas and ideals of our cultural heritage.

Transfer programs meet the lower division requirements of four-year colleges and universities.

Occupational programs are kept current and the latest information on occupational requirements is made available to students through interaction with community leaders and advisory committees.

In addition, Success Centers provide the community with resource centers for the development of foundational skills. At these Centers, students can improve their foundational skills, and secure tutoring and special supplementary materials.

Public Safety
The District’s Department of Public Safety maintains crime statistics that occur on our campus facilities, on property owned or controlled by the district, and on public property within or immediately adjacent to and accessible from the campuses. This information is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus and Crime Statistics Act. You can obtain a copy of this report by contacting the Chaffey College Police Department at 909-652-6532 or by accessing the following website: http://www.chaffey.edu/public_safety/police_clery.shtml.

Chaffey Community College District is committed to equal employment opportunity.