

**Chaffey College**

**Human Resources**



**PART-TIME FACULTY POOL, COUNSELOR (CAREER CENTER)**

**I. GENERAL INFORMATION**

Chaffey College is seeking applicants for anticipated part-time counseling opportunities in Career Center. All applicants are expected to meet the California State Community College Minimum Qualifications for Counselors (below). Meeting the minimum qualifications does not guarantee employment or an interview. Evaluation of application materials will start immediately, and the assignments are open until filled. This position is anticipated to be at the Chino, Fontana, and/or Rancho Campuses.

**II. MINIMUM QUALIFICATIONS**

* 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**
* Possession of a valid life California Community College Credential authorizing service as a Counselor; **OR**
* The equivalent;

(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

*\*This is a paraphrased version of title 5, §53414(a). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.*

**III. DESIRABLE QUALIFICATIONS**

* Experience with cooperative education curriculum or support;
* 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;
* Experience with group counseling or other group facilitation techniques
* Experience utilizing computerized counseling databases;
* Experience in developing in-depth educational plans for student success

1. **APPLICATION PROCEDURE**

Applications are accepted on a continuous basis until the opportunity is filled or until otherwise indicated on the CCC Registry listing. In order to be considered for a part-time teaching opportunity at Chaffey College, you must submit all of the following documents through the CCC Registry website:

1. CCC Registry online application
2. Resume/curriculum vitae
3. Unofficial Transcripts (must verify the degree conferred)

Once your application, resume, and transcripts are submitted through CCC Registry's website, your information will be available for review by the District's designated personnel for potential part-time counseling opportunities within the discipline. If you are identified as a potential candidate, you may be contacted by a District representative.

**V. CONDITIONS OF EMPLOYMENT**

Part-time faculty compensation is commensurate with education and District teaching experience according to the lecture, lab, or non-instructional rate schedules.

Upon conditional job offer, applicant must provide the District proof of full COVID-19 vaccination and submit to and pass a background check as a prerequisite to being hired.

Being able and ready to work onsite at a Chaffey facility or location is an essential function of this job. Being able and ready to work in-person with Chaffey students, Chaffey employees, or other members of the Chaffey community/Chaffey partners/Chaffey contractors is an essential function of this job

**VI. ADDITIONAL INFORMATION OR ASSISTANCE**

If you have any questions related to the qualifications or application process, please call the Chaffey College Office of Human Resources at (909) 652-6525 or (909) 652-6526.

If you have questions related to CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please call the CCC Registry directly.