

# faculty position



College  
of the  
Sequoias

## College of the Sequoias

915 S. Mooney Blvd.  
Visalia, CA 93277  
(559) 730-3867

## Description of Position

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College of the Sequoias is seeking a candidate to fill a full-time, temporary, non-tenure track counseling position. This assignment is for a Title V/First Year Experience (FYE) Counselor under the direction of the Director of the Title V/FYE grant. Employment is year to year, pursuant to Education Code Section 87470.

## Minimum Qualifications

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The candidate must meet the following criteria. The degree must generally be from an institution accredited by the Western Association of Schools and Colleges or the equivalent.

- 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.
- Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.

Position: 4354-f-03-11  
Opening Date: September 16, 2011  
Closing Date: October 17, 2011

**Counselor**  
**Retention - Transfer**  
**Grant funded (3 year Grant)**

Position begins late October or early November 2011  
Full-time, Temporary, Non-Tenure Track Position  
pursuant to Education Code Section 87470

**WEB:** [www.cos.edu](http://www.cos.edu)

Candidates claiming equivalency must demonstrate a combination of education and other accomplishments that are equivalent to the MQ's. If claiming equivalency, you will need to read the attached Board Policy 5001 on equivalency and prepare a statement documenting how you feel you meet the equivalent qualifications.

**Note:** Candidates claiming equivalency must receive a judgment of equivalency from the COS Equivalency Committee *prior* to the interview.

## Representative Duties

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Duties and responsibilities include, but are not limited to:

### **First Year Experience/Second Year Experience and Transfer Counselor**

- Conducting educational, vocational, and personal counseling appointments for a diverse community college population.
- Planning, organizing and coordinating program activities including recruiting students to the FYE/SYE Program.
- Teaching components of guidance courses (extended orientation, career planning, and personal development) as needed.
- Assist with recruiting and liaison with high schools located within the community college district.
- Providing follow-up counseling services to students as stipulated by state and college matriculation guidelines.

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- Identifying and mitigating circumstances which may limit access and success of students in college.
- Interpreting standardized tests for course placement recommendations.
- Plan and organize the summer programs and campus visits.
- Collaborating with the Title V team to implement grant components that ensure student success.
- Monitoring the progress of students, including referral to campus and community resources/agencies.
- Remaining current on new developments relating to programs for students within the California Community College system and University systems.
- Participating in appropriate counseling and faculty/staff meetings.
- Participating in college-wide student retention efforts.
- Identifying and encouraging students who choose or may choose transfer as their educational goal with emphasis on students who are under represented/under prepared in the transfer process.
- Assisting students with their transfer/transition plans, including timely completion and submission of applications, acquisition of housing, financial aid, and other university services and programs.
- Working with assistant director to design learning communities and develop an SYE program.
- Initiating collaborative efforts with four-year university partners such as Transfer Admission; Agreements.
- Collaborating with community college and university staff on activities that strengthen transfer curriculum offerings and course articulation.
- Providing academic counseling and educational study plan development for transfer students to ensure a smooth transition.
- Performing evaluation of student transcripts related to transfer admission.
- Working collaboratively with Career Center staff.
- Performing other duties as assigned.

Other responsibilities include maintenance of a required number of office hours to meet student needs, full participation in departmental responsibilities and the willingness to create and/or participate in and sustain an atmosphere of equality, justice, and appreciation for diversity throughout our College.

## Desirable Qualifications

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In looking at application materials, the Hiring Committee also seeks evidence of the following:

- Bilingual in Spanish and English.
- Recent counseling experience in a community college or adult educational setting.
- Knowledge of current requirements for transfer, vocational and remedial programs.
- Ability to communicate effectively.
- Ability to organize, plan, develop, implement and evaluate a program.
- Knowledge of computer programs for teaching and counseling.
- Ability to exercise a considerable degree of independent judgment, discretion and decisiveness.
- Recent experience in teaching personal development courses.
- Experience in working with mentor programs or community outreach programs.
- Counseling and related experiences.
- Recent experience in community college or secondary counseling/guidance.
- Work experience which demonstrates the ability to provide services in a center involved in transfer activities.
- Computer literate including counseling software such as Assist; word processing programs, etc. Knowledgeable in use of the Internet.
- Knowledge of testing materials and interpretation of career interest, personality, work values and similar career-relevant assessment criteria.
- Ability to participate in a collaborative relationship with students and faculty.
- Knowledge of FYE components.

## Conditions of Employment

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Salary is commensurate with education and experience. Initial placement with Master's degree ranges from \$54,663 to \$72,069.

District-paid medical/dental/vision insurance program for employee and dependents.

Employee life insurance (\$100,000) is provided.

Retirement Plan.

Contract period is for ten (10) months during the regular academic year beginning August 2011 through May 2012.

A collective bargaining agreement exists, and membership in the College of the Sequoias Teachers Association (COSTA) or payment of a service fee is required.

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## Screening Procedure

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Only **complete** application packages will be evaluated by the screening committee as soon as possible after the closing date. Application materials will be evaluated to determine how fully the applicant meets the Desirable Qualifications. This evaluation process will determine which applicants will be invited for an interview. The most successful interviewees will be invited to a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

## Application Procedure

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Applicants **must** submit the following materials which must be received by Human Resource Services on or before the application deadline:

**October 17, 2011 at 4:30 p.m.**

- COS Application for Academic or Administrative Service
- Diversity statement (attached to application packet)
- Cover letter which addresses the representative duties and the desirable qualifications and presents your philosophy of counseling (500-600 words)
- Resume
- Unofficial copies of transcripts of college/university work (official transcripts required upon employment)
- Equivalency document (if necessary)
- Two (2) recent letters of recommendation addressing pertinent experience or equivalent competencies

Send to:

Linda Reis  
(559) 730-3867  
LindaRei@cos.edu  
Human Resource Services  
Position 4354-f-03-11  
College of the Sequoias  
915 S. Mooney Blvd.  
Visalia, CA 93277

**Note:** Incomplete application packages will **not** be forwarded to the selection committee for consideration in the hiring process. All documents received become the property of the District.

### Notice to all candidates for employment

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"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation."