

Los Angeles Valley College

Announces a Tenure-Track Employment Opportunity for a General Counselor Position

Filing Deadline: March 9, 2012, 4:00 p.m.

Description of Position:

The Counseling Department at Los Angeles Valley College is accepting applications for a full-time, tenure-track, D-Basis (12-month) General Counseling position to begin **July 2, 2012**. This assignment will be for 35 hours per week and may require some evening hours.

Minimum Qualifications:

- Master's Degree or higher in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Educational Counseling, Guidance Counseling, Career Development, Social Work, or California licensed Marriage and Family Therapist.

Desirable Knowledge, Skills, and Experience:

- Two years or more of recent paid experience, post Master's Degree, as a Counselor in a California Community College.
- Extensive knowledge of the transfer process and requirements, articulation agreements, matriculation, and graduation requirements.
- Knowledge of the major career development theories, current trends in career counseling, career development resources (both printed as well as computerized), and experience using and interpreting a variety of career assessments.
- Experience in counseling a wide range of students of culturally, linguistically and economically diverse backgrounds.
- Experience working as a team member on department committees, campus-wide committees and groups, and community based organizations.
- Excellent oral and written communication skills.
- Knowledge and experience in using computer software and other technology to enhance services to students.

Duties and Responsibilities

- Assist students in choosing and planning immediate and long-range educational goals, including developing individualized student education plans.
- Provide assistance to students experiencing academic and/or personal difficulties and make referrals to on and off-campus resources as appropriate.
- Engage students in a process of self-assessment and career exploration to facilitate career decision-making skills.
- Counsel students who are on probation or subject to dismissal and assist them to create a plan for success.
- Conduct orientations to familiarize students with college programs and services.
- Assist students with petitions, waivers, and appeals for graduation, financial aid, course repetition, dismissal, and reinstatement.

- Teach Personal Development courses and/or facilitate workshops related to educational and career planning, study skills, and other topics supportive of student success.
- Evaluate transcripts in collaboration with the Graduation Office.

Salary and Benefits

The basic salary range is from \$57,120 to \$88,932 annually, based upon experience and professional preparation. Benefits include paid holidays, medical, dental and vision care plans, and a \$50,000 group life insurance policy.

About the College and Department

Los Angeles Valley College (LAVC) is one of nine colleges in the Los Angeles Community College District and is located in the San Fernando Valley. With an enrollment of approximately 20,000, LAVC offers a wide range of academic and vocational programs, and transfers students to leading private and public colleges and universities.

The LAVC Counseling Department consists of experienced and professionally trained faculty who work with students concerning educational goals, career planning, transfer to four-year institutions, and other academic and personal issues affecting student success. The department includes Counselors who work as General Counselors and those who work in programs providing specialized services to targeted groups of students. All Counseling Faculty are expected to participate in department meetings and professional development activities, as well as participate in college-wide activities and shared governance committees.

Application and Selection Process

Applicants who wish to apply must submit the following documents by the application deadline (even if you have previously applied or worked for the LACCD):

- Letter of interest that specifically addresses the qualifications outlined for this position described in the announcement.
- Current resume or curriculum vitae detailing educational background and professional experience.
- Three recent letters of recommendation.
- Legible copies of unofficial transcripts for all undergraduate and graduate coursework with degrees posted. (Note: Official transcripts will be required at time hiring.)
- Individuals who have completed degrees from a college or university in a country other than the United States must have a complete evaluation of their coursework from an approved foreign transcript evaluation agency.
- Completed Los Angeles Community College District (LACCD) Employment Application accessible online: <http://info.laccd.edu/acadjobs/jobs/application.asp>
- All application materials must be received by **4:00 p.m. on Friday, March 9, 2012**. No electronic or faxed submissions will be accepted. Please send materials to:

Mr. Florentino Manzano
 Vice President of Student Services
 Los Angeles Valley College
 5800 Fulton Avenue
 Valley Glen, CA 91401

- A medical evaluation indicating fitness to work in the district is required for new employees at the expense of the candidate.

For additional information about this position, please contact Barbara Goldberg, Chair, Counseling Department, (818) 947-2647, goldbeba@lavc.edu.

All applications will be screened to ensure that they meet minimum requirements as stated above. All required materials must be received or the application package will be considered incomplete and will not be submitted to the screening committee. All materials submitted become the property of Los Angeles Valley College and the Los Angeles Community College District. The search committee will select applicants to be invited to the college at their own expense for an interview. Finalists will be invited back for a second interview with the President of the college and the Vice President of Student Services.

LACCD is an equal employment opportunity employer and considers all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition, sexual orientation or veteran status (LACCD Board Rule 101301 and Title IX, Section 504 – Employer.)