

IMPERIAL VALLEY COLLEGE

COUNSELOR

THE POSITION

Full time faculty, 194 days, non-tenure track as a community college counselor. The counseling assignment will include providing counseling assistance, career assessment, and educational planning to students. In addition, the counselor may teach personal development and counseling classes. Tasks will include counseling/ advising/teaching via traditional office/classroom environment, and/or online, primarily at the main campus in Imperial. The college also offers counseling services in dual enrollment at local high schools and at local correctional facilities in which counselors can choose to participate.

Duties and Responsibilities

- Provide educational counseling and advisement, career counseling, and testing services to students on site and online.
- Assist in Career and Transfer advising activities
- Maintain individual records on students.
- Develop and conduct workshops relevant to student success
- Provide matriculation services for students and track potential graduates.
- Participate in retention and outreach efforts
- Complete unofficial transcript evaluations.
- Identify special student needs
- Participate in recruiting activities with local schools, other community colleges, four-year colleges, community agencies and employers.
- Serve on college-wide committees.
- Serve as liaison to community agencies and local employers.
- Communicate effectively and work cooperatively with others in a team environment
- Attend and actively contribute to meetings as required.

- Be familiar with and observe the Faculty Association Collective Bargaining Agreement, applicable IVC Board Policies and Administrative Procedures.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

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 the equivalent. (NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.

An applicant may qualify for this position by having education and experience equivalent to the listed degrees. To be considered for equivalency, the candidate must submit collegiate transcripts and a complete description of work experience.

DESIRABLE QUALIFICATIONS

- Community college counseling experience.
- Experience in a leadership capacity.
- An understanding of the advantages and challenges of developing a quality counseling program in a rural community college.
- Experience working with the development of Career Pathways.
- Experience with outreach to K-12, community and business partners.
- Ability and experience in using computer technology as a counseling/advising tool.
- Experience with or interest in online and other distance learning student services.
- Ability to assist students in establishing goals and appropriate educational plans.
- Commitment to maintain currency in the discipline, including use of advanced technology required in the discipline.
- Ability and willingness to work effectively with community support groups, college committees, and other campus organizations and to be involved in co-curricular and extra-curricular activities.

- Ability to communicate effectively and work cooperatively with others in a team environment.
- Enthusiasm for working with students having a wide range of skills, motivation, and academic or occupational goals.