Adjunct Counselor – Student Services Division

Glendale Community College (GCC) is nestled in the foothills of the San Rafael Mountains, centrally located at the intersection of three major freeways, just ten miles from downtown Los Angeles. Glendale is affectionately known as Jewel City, one of the fastest growing communities in the Southern California region. A vibrant hub of economic activity and cultural diversity; it is an exciting place to work and live!

GCC is recognized throughout the state as a model of shared governance and collegiality. Known for excellence and rigor, we have one of the highest transfer rates to the UC system and other California four-year colleges. Additionally, the college offers a broad range of vocational programs and takes pride in providing outstanding student services and curriculum to help prepare students for success in the 21st Century.

GCC is committed to maintaining an environment which provides opportunities to individuals with a wide variety of talents, experiences, perspectives, and backgrounds. We believe in the importance of diversity amongst our faculty, staff, and student population to better serve the college and surrounding communities.

Posting Description

Applications are currently being accepted to develop a list of qualified candidates for possible adjunct counseling assignments. An assignment may include a provision of counseling and teaching service in any of the Student Service Division Programs, for example Academic Counseling, Career Center, Transfer Center, matriculation, EOP&S, First Year Experience Program and others. Evening hours and Saturdays may be required.

Expected Starting Date

Spring, 2011

Minimum Qualifications

Master’s in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, OR equivalent. (Note: A license as a marriage, family and child counselor is an alternative qualification for the discipline, pursuant to Title 5, Section 53410.1)

In addition, EOP&S Counselors must also have:

1. Completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or person handicapped by language, social, or economic disadvantages
   OR
   Completed six semester units or the equivalent of a college-level practicum or counseling fieldwork courses in a community college EOPS program, or in a program dealing with ethnic minorities or person handicapped by language, social, or economic disadvantages.

2. Two years of occupational experience in work relating to ethnic minorities or person handicapped by language, social, or economic disadvantages.
Desirable Qualifications

1. One year of community college or university counseling experience.
2. Knowledge of computer software tools to facilitate services offered in counseling programs.
3. Awareness of the philosophy and objectives of the California Community Colleges.
4. Knowledge of and sensitivity to the needs of a multicultural student and of a diverse community population.
5. Bilingual abilities to assist in serving the diverse population of the community.
6. Training and experience in group counseling techniques.
7. Experience in working with under-prepared and at-risk students.
8. Knowledge and experience working with matriculation program planning and implementation

Major Duties and Responsibilities

A. Conduct educational, career and personal counseling for a diversified community college population.
B. Provide counseling and other related services to students including but not limited to:
   1. Development of individual educational plans;
   2. Recruitment and outreach activities for feeder high schools and community agencies;
   3. Provide instruction for college orientation and other student development courses;
   4. Development and provision of workshops and/or group counseling for students regarding college orientation, transfer, academic advisement, majors, career planning, study skills and other counseling issues;
   5. Registration, orientation, and advisement services;
   6. Follow-up counseling for targeted student populations;
   7. Provide interpretation of assessment instruments to students.
C. Perform other counseling-related duties as assigned.

Reporting Relationships

The adjunct counselor will report to the manager of the program to which they are assigned.

Part-time Academic (teaching) Positions

Step placement within the appropriate column is determined by Article VI of the Collective Bargaining Agreement.

Selection Process

All completed applications and application materials will be screened to ensure that the minimum requirements stated in the job announcement are met. Those candidates who meet the minimum qualifications and possess the highest degree of desired job-related qualifications will be invited to the college for an interview at their own expense. All candidates will be notified by mail of their final disposition in the selection process.

How To Apply

To obtain an application, please visit the following webpage www.glendale.edu/employment. Select “Current Job Openings” and click on the link titled “Application”. A hard-copy application can be requested by calling our job line at 818.291.6655 and leaving a message. If the position requires completion of a degree or coursework, you will be required to submit your transcripts. Official transcripts will be requested if hired.

Academic positions require the following documents to be attached to your application in order to be considered:

1) Glendale College Employment Application
2) Cover letter that addresses minimum and desirable qualifications
3) Current resume
4) Transcripts showing completion of required degree (copies will be accepted, pending the receipt of official transcripts)

Please do not attach any additional documents. Supplemental documents not requested in the announcement, will not be reviewed. Those applicants deemed best qualified will be invited to the college for an interview.

Your application and any required attachments must be submitted by **Friday, February 18, 2011**.

Application packets can be mailed, emailed, or faxed (see contact information below). Applications with incomplete information (i.e. statements such as - see resume) or missing documents will not be considered.

**Glendale Community College**  
Human Resources  
1500 N. Verdugo Rd.  
Glendale, CA 91208  
or  
Fax # 818-551-5169  
Email: Jobs@glendale.edu

Postmarks will not be accepted. If you have additional questions please call 818-240-1000 ext. 5921. Thank you for your interest in employment opportunities with Glendale Community College.

**Equal Employment Opportunity:**

Glendale Community College District provides all applicants for district employment with equal employment opportunities and provides present employees with training, compensation, promotion, and all other attributes of employment without regard to a person’s race, religious creed, color, age, sex, national origin, veterans’ status, ancestry, marital status, sexual orientation, medical condition, gender identity or disability.

**Accommodations:**

Applicants who require a reasonable accommodation for the application, testing or interviewing processes should contact the Human Resources Department at the time of application submission.