

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Freshman Experience Instructor/Counselor

Job #07-020

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Freshman Experience Instructor/Counselor, Foothill College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Provide instruction of student success/ life management classes and oversee the Freshman Experience Program. Support retention and student success by providing counseling courses linked to academic classes that establish learning communities. Provide curriculum development and instructional support for student success and retention. Develop intervention strategies to enhance student success through counseling coursework. Meet with faculty to promote a cross-curriculum student success strategies. Provide training and instruction for students and faculty regarding student success, life management and collaborative learning. Provide academic, personal, and career counseling and instruction to a diverse student population. Assist students in clarifying academic goals and selecting a major. Provide educational planning for transfer students. Serve as a resource regarding associate degree and certificate programs. Facilitate small group discussions. Provide workshops on counseling related topics. Participate in college and division assignments and other departmental responsibilities. Develop liaisons and networks with on and off campus programs and agencies. Teach counseling courses as primary workload. Provide staff development and in-service training for teaching and counseling faculty. Coordinate and instruct the Freshman Experience/Student Success Program.

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attendance at department and division meetings, pursuing professional growth activities, and performing other duties consistent with the role of an instructor. Instructors also have the opportunity to serve on District and college committees and participate in campus extra-curricular activities.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, **OR** the equivalent.

PREFERRED QUALIFICATIONS:

1. Two years counseling/teaching experience at the community college level.
2. Knowledge of and the skills to provide services to multi-ethnic, international and underrepresented students.
3. Coursework or training related to cross cultural perspectives.
4. Experience in establishing and maintaining linkages with instructional divisions and special programs.
5. Experience with computers, software, and technology related to counseling.
6. Excellent verbal, written, interpersonal, and facilitation skills.
7. Experience in consensus building in a diverse educational environment

APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
5. Photocopies of all college transcripts.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

SALARY RANGE: \$52,813-\$86,737 annually plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Faculty are also eligible for paid sabbatical leaves and stipends for educational and professional development.

-OVER-

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent,
11 months per year.

STARTING DATE: Fall 2006

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>