

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Counselor, Extended Opportunity Programs and Services (EOPS)

Job #07-073

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Counselor, Extended Opportunity Programs and Services (EOPS), De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Dean of the Counseling Division and assigned to EOPS, function as a key member of a support team to provide academic, career and personal counseling services to EOPS eligible students in determining and achieving academic, vocational, and personal objectives. Develop and implement orientation activities and services, and facilitate and instruct study skills and career decision making classes. Train and coordinate academic and peer advisors within EOPS.

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending 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, religious, and cultural backgrounds, disability, 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 or career development, or the equivalent.
3. Nine semester units of college coursework predominantly relating to ethnic minorities or persons underprepared by language, social or economic disadvantages, or completion of six semester units or equivalent of a college-level counseling practicum or counseling fieldwork courses in a community college EOPS program or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages.
4. Completion of two years occupational experience in work related to the above-mentioned populations.

PREFERRED QUALIFICATIONS:

1. Demonstrated knowledge and experience related to personal counseling.
2. Demonstrated knowledge of curriculum offerings, major requirements and general education plans for AA/AS degrees and transfers.
3. Demonstrated knowledge and experience in the field of career guidance and vocational preparation.
4. Knowledge and experience related to community organizations, social agencies and services and resources serving disadvantaged and underrepresented communities.
5. Training or experience in working with peer advisors and academic advisors.
6. Skills in group facilitation and leadership development among disadvantaged and underrepresented students.
7. Experience in teaching/counseling at the community college level.
8. Knowledge of recruitment/retention strategies for underrepresented student populations.
9. Bilingual in either Chinese, Vietnamese, or Spanish Languages.

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, religious, and cultural backgrounds, disability, 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.

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SALARY RANGE: \$54,355-\$89,270 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.

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, Tenure-track position, 11 months per year.

STARTING DATE: Fall 2007

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>