

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Foothill College

### Transfer and Career Center Director Counselor/Instructor

Job #07-078

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Transfer and Career Center Director--Counselor/Instructor, Foothill College**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Ensure coordination of Transfer and Career Center activities and programs. Provide oversight of budgets and staffing of Transfer and Career Center. Prepare annual transfer and career reports for College and Chancellor's Office. Work with campus faculty to ensure transfer and career services are supported as primary missions of the College. Encourage and participate in the development of transfer agreements with four-year institutions. Complete final review and sign off on Transfer Admissions Agreements. Work with Transfer Center and Career Center Coordinators to provide regular in-service training and information to the counseling staff on requirements and programs. Supervise marketing efforts regarding transfer and career opportunities. Attend on- and off-campus meetings as necessary. Chair Transfer Advisory Committee and schedule quarterly advisory meetings. Encourage and participate in campus efforts to identify and remove barriers to underrepresented student retention and transfer. Develop and implement methods of evaluation for transfer and career activities. Encourage instructional faculty's participation in the development, implementation, and evaluation of transfer and career activities. Oversee dissemination of transfer and career information to counseling staff.

#### **Other areas of responsibility include:**

Under direction of the Dean of Counseling, provide services to career and transfer students and the general student population through direct counseling as well as development and teaching of transfer and/or career-related classes and workshops. Assist students in making decisions and plans relevant to their educational, career, personal and social needs and provide interpretation of assessment results. Participate in the implementation of district-wide matriculation plan, including admissions, assessment, orientation, counseling and follow-up components. Assist with development of career and transfer courses. Assist with career and transfer presentations and workshops. Refer students to appropriate campus and community resources and services.

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.

#### **PREFERRED QUALIFICATIONS:**

1. Demonstrated commitment to academic and professional excellence.
2. Understanding the role of the community college counselor in providing career and transfer information.
3. One-year experience providing direct career and transfer counseling services to community college students.
4. One-year experience teaching career or transfer related courses.
5. Experience in career or transfer curriculum development.
6. Experience using databases to access to career information.
7. Experience providing services to multi-ethnic and underrepresented students.
8. Experience with computers and ability to use software and technology related to counseling and careers.
9. Excellent verbal, written, interpersonal, and group communication skills.
10. Ability to work with detailed articulation information.

**-OVER-**

**APPLICATION PACKET:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://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.

**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, Monday-Thursday, 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](mailto:employment@fhda.edu)  
<http://www.fhda.edu>