

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Counselor,

### Student Success and Retention Services Program

Job #07-128

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Counselor, Student Success and Retention Services Program, De Anza College**.

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

Under the general direction of the Dean, Counseling and Matriculation Division, this position will support retention and student success by providing academic, personal, and career counseling services to Student Success and Retention Services Program Center (SSRSC) eligible students in determining and achieving academic, vocational, and personal objectives. Assist students in identifying: academic goals and selecting majors, educational plans for transfer, and associate degrees and certificate programs. Serve as liaison with instructional divisions. Facilitate small group discussions. Provide workshops on counseling related topics. Participate in college and division assignments and other departmental responsibilities. Provide personal, academic, career and transfer counseling to potential new and continuing SSRSC students, individually and in groups. Assist students with defining their educational goals, developing an educational plan, and identifying retention strategies to achieve desired outcome. Design and implement retention services. Develop intervention strategies to ensure student success in coursework. Develop liaisons and networks with on and off campus programs and agencies. Refer students to campus and community resources and services. Teach counseling related courses.

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. Two years full-time counseling/teaching experience at the community college level.
2. Coursework or training related to cross-cultural perspectives.

#### In addition, successful candidates will demonstrate the following:

1. Knowledge of and the skills to provide services to multi-ethnic, international and underrepresented students.
2. Ability to establish an effective rapport with students.
3. Experience in establishing and maintaining effective linkages with instructional divisions and special programs.
4. Experience in developing curriculum.
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](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.

-OVER-

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. Counselors 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](mailto:employment@fhda.edu)

<http://www.fhda.edu>