

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Counselor, International Students Program

Job #07-161

Review Date: 05/18/07

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Counselor, International Students Program, De Anza College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, Counseling and Matriculation Division, provide general counseling services to our international student population. Provide academic, personal, and career counseling services. Develop and implement orientation, registration, and counseling related activities and workshops. Assist students in clarifying academic goals, selecting a major, and planning for transfer, associate degrees, or certificate programs. Instruct and counsel students regarding college success, human development and career/life planning. Provide detailed counseling related to resolution of complex issues pertaining to immigration law. Participate in recruitment and outreach activities for international students. Serve as a liaison with instructional divisions.

Standard duties expected of all counselors 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. Knowledge and experience pertaining to SEVIS/Department of Homeland Security non-immigrant F-1 rules and regulations.
2. Two years counseling/teaching experience in a community college.
3. Experience in developing curriculum, and facilitating workshops to enhance the international students' educational experiences.
4. Experience in establishing and maintaining linkages with on and off campus programs and services.
5. Proficiency in another language other than English.

6. Experience counseling or advising students of various nationalities.

In addition, successful candidates will demonstrate the following:

1. Knowledge and experience in serving the needs of the international student population.
2. Ability to design and implement retention services for the international student population.
3. Knowledge of and experience in intercultural communication skills and resources.
4. Ability to communicate effectively with non-native English speakers.
5. Ability to provide personal, educational, and career counseling to international students.
6. Ability to operate a computer, and use software and technology related to counseling programs and agencies.

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.

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

<http://www.fhda.edu>