

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline: August 6, 2018; 5:00 p.m.**

## **COUNSELOR – First Year Institute (FYI)**

Full-Time (175 days), Non-Tenure Track, Categorically Funded, Contract Position

**GENERAL DESCRIPTION OF DUTIES:** Under general direction, provides individual and group guidance and counseling to students with academic, vocational, educational, and personal concerns. Duties include but are not limited to the following:

**Guidance and Counseling:** Assists students with their special needs and problems; assists faculty, administrators, staff, and parents in recognizing these needs; refers students who require more specialized counseling to appropriate agencies in the community; maintains regular and consistent contact with faculty members regarding student issues and concerns; helps students become more knowledgeable about their aptitudes, interests, values, and achievement levels; counsels students considering vocational programs or transfer to four year colleges; assists them in selecting an appropriate major and institution; assists students in planning their selection of courses; assists in developing an effective Matriculation Program for new students; interviews students who are officially withdrawing from the College, on probation, on academic dismissal, or petitioning to graduate; stays current with transfer requirements of other colleges and vocational training institutions; acts as a resource person for faculty concerning the transfer process to a four-year college; maintains regular and consistent contact with individual faculty members and the administration in assigned instructional areas; serves as liaison for the respective geographic feeder schools/agencies and the community; instructs students in guidance classes related to HSI grant; develops related curriculum.

**Other:** Assists with catalog and class schedule review; assists with departmental planning and implementing staff development activities; provides mandated/expected contact sessions for each student; maintains an active membership and participation in local, regional, or national professional organizations and/or activities; provides residents of the District with information about Mendocino College; encourages them to use College resources; assists HSI Grant Director with coordination of duties as assigned; prepares and maintains HSI grant forms; assists with development of FYI support services schedule; assists the HSI Grant Director, Dean of Counseling and Student Programs and/or others with implementing college development activities and staff development; assists the HSI Grant Director, Dean of Counseling and Student Programs and/or others in preparing annual reports on HSI Grant objectives; participates in regularly scheduled staff meetings; assists in planning, implementing, and evaluating the Student Services program; serves on a variety of college committees; assists with other responsibilities in Student Services and the College as requested by HSI Grant Director and the Dean of Counseling and Student Programs.

## **QUALIFICATIONS**

Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development or the equivalent.

Nine semester units of college course work predominantly relating to historically underrepresented ethnic groups; **AND/OR** six semester units or equivalent of a college-level counseling practicum or counseling field work courses in a program relating to historically underrepresented groups.

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**Required: Must be fluent in** English and Spanish. Two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages.

Knowledge of: Exemplary counseling and guidance principles, techniques, and procedures; academic requirements for community colleges and transfer requirements to four-year institutions; community college student services and academic policies and procedures; community college tests and assessment procedures and techniques; and job market and career trends and requirements; use of computers and on-line strategies for counseling; principles and theories of learning; community college mission.

Ability to: Work with and assist students having a great range of skills, motivation, and academic or vocational goals; provide academic, vocational, and personal counseling; work with minimum supervision; review and evaluate counseling needs and formulate recommendations as appropriate; maintain confidentiality; communicate effectively both verbally and in writing; make effective presentations; deal effectively with a wide variety of personalities and situations using sound judgment; demonstrate professional interpersonal skills by working cooperatively and effectively with others; understand and carry out verbal and written directions; review and evaluate counseling needs and formulate recommendations as appropriate; operate a personal computer; maintain records; prepare reports; work variable locations and hours, including evenings and weekends.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**ASSIGNMENT:** This is a full-time, non-tenure track position. The annual work year includes 166 counseling days and nine professional development/flex days over twelve months, to be arranged and approved by the Dean of Student Services. This assignment may include day, evening, and weekend hours, as well as travel to, and counsel at, off-campus centers within the District.

**SALARY AND BENEFITS:** The full-time faculty salary schedule is available at: [http://www.mendocino.edu/tc/pg/1323/salary\\_schedule\\_faculty\\_full.html](http://www.mendocino.edu/tc/pg/1323/salary_schedule_faculty_full.html). The annual starting salary is \$56,513 - \$81,077, commensurate with education and teaching experience. The maximum entry level is Step 7 of the appropriate column. There is also a \$2,720 doctoral stipend. Ten days of sick leave are earned annually. The District provides an outstanding health and welfare package including: family medical, dental, and vision benefits. Employee life insurance is also provided.

**Application Procedure:** By **Monday, August 6, 2018 5:00 p.m.**, submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Academic Application and Voluntary Applicant Survey: [https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic2018hrrecruiting\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic2018hrrecruiting_0.pdf)
- Resume including education, experience, professional organizations, and accomplishments
- Photocopies of all transcripts (a foreign transcript evaluation must be attached if applicable)

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- Three recent letters of recommendation addressing experience and abilities.
- A written response to the following, please include specific examples of your experience in your answers (up to two pages total):
  1. How do you reach out to, and maintain relationships with students who deal with anxiety and apprehension within a formal academic setting?
  2. Mendocino College's Hispanic Serving Institution grant is designed to serve Latino and high need students on our campus. How does your expertise and experience as a counselor facilitate your ability to work with these groups?
- If meeting the state-mandated minimum qualifications based on equivalency, complete the Mendocino College Equivalency Application [https://www.mendocino.edu/sites/default/files/equivalency\\_form\\_05-14-15.pdf](https://www.mendocino.edu/sites/default/files/equivalency_form_05-14-15.pdf) and include all supporting documents.

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

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**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

*The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.*