



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: June 5, 2020; 5:00 p.m.

COUNSELOR-First Year Institute

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

Full Benefit Package: Health, Dental, Vision, Prescription, Life Insurance; fully paid by the District Retirement Plan with STRS/PERS

The First Year Institute at Mendocino College, known as FYI, is a program which provides services to first year college students. FYI is funded by a Hispanic Serving Institution (HSI) grant. The purpose of this grant is to expand educational opportunities and improve the academic attainment of Hispanic students AND expand and enhance academic offerings, program quality and institutional stability.

RESPONSIBILITIES

Under general direction of Program Manager and Dean of Counseling and Student Programs, provides individual and group guidance and counseling to First Year Institute (FYI) students with academic, vocational, and personal concerns.

Guidance and Counseling:

- Counsels FYI students considering vocational programs or transfer to other colleges
- Assists FYI students in selecting an appropriate major and/or institution for transfer
- Helps FYI students become more knowledgeable about their aptitudes, interests, values, and achievement levels
- Assists FYI students in planning their selection of courses
- Serves as liaison for the respective geographic feeder schools/agencies
- Stays current with transfer requirements of other colleges and vocational training institutions
- Assists FYI students with their special needs and problems
- Instructs FYI students in College and Career Success classes and develops related curriculum.
- Maintains regular and consistent contact with faculty members regarding FYI student issues and concerns
- Acts as a resource person for faculty concerning the transfer process to a four-year college
- Interviews FYI students who are officially withdrawing from the College, on probation, on academic dismissal, or petitioning to graduate



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- Assists in developing an effective matriculation process for new FYI students
- Refers FYI students who require more specialized counseling to appropriate agencies in the community
- Assists faculty, administrators, staff, and parents in recognizing FYI student needs
- Attend FYI program fieldtrips that can take place on weekends, evenings and/or overnight. Responsible for legally transporting FYI students to & from FYI educational excursions. Must have a valid CA driver's license.

Other Duties:

- Assigned as faculty for up to two (2) classes per semester (compensation determined under separate contract)
- Attend FYI program fieldtrips that can take place on weekends, evenings and/or overnight. Must have a valid CA driver's license.
- Assists FYI administrator with coordination of duties as assigned
- Prepares and maintains FYI forms
- Will assist in developing FYI student tutoring schedule
- Assists with catalog and class schedule review
- 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 students to use College resources
- Assists with departmental planning and implementation of staff development activities
- Participates in regularly scheduled staff meetings
- Assists in annual report data collection on special areas of responsibility as requested by the Director of FYI
- Assists in planning, implementing, and evaluating the Student Services Program
- Serves on a variety of college committees



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- Assists with other responsibilities in the Counseling Department/Student Services and the College as requested by Dean of Counseling and Student Services Programs.

QUALIFICATIONS:

Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling **OR** the equivalent by requesting equivalency consideration. You will find information on the equivalency process at the following link:

http://www.mendocino.edu/sites/default/files/equivalency_form_05-14-15.pdf)

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

Must be fluent in English and Spanish, oral and written; experience with first generation and/or underrepresented students preferred.

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; 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; evaluate faculty; maintain records; prepare reports; operate a computer and related technology; 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; communicate effectively both verbally and in writing; make effective presentations; work variable locations and hours, including evenings and weekends. Responsible for legally transporting FYI students to and from FYI educational excursions.

ASSIGNMENT: This is a full-time, non-tenure track, categorically funded, contract position. The grant which supports this position is entering its last year of funding; therefore this is a one year position. The work year consists of 175 days (164 days, over 12 months, 7/1-6/30, plus an additional 8 flex/professional development days (48 hours individually designed) and 3 District directed flex/professional development days). Specific work days and hours will be set at the time of employment and annually thereafter.

SALARY AND BENEFITS: The full-time faculty salary schedule is available at:

http://www.mendocino.edu/tc/pg/1323/salary_schedule_faculty_full.html

The minimum annual starting salary is \$59,056, commensurate with education and teaching experience. The maximum entry level is Step 7 of the appropriate column. There is also an earned doctoral stipend. Ten days of sick leave are earned annually. Family medical, dental, and vision benefits and employee life insurance are provided.



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APPLICATION PROCEDURE: By, **June 5, 2020; 5:00 p.m.**, submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, 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-academic_2019.pdf
- A Letter of interest that addresses how your experience and professional qualifications have prepared you for this position.
- Resume including education, experience, professional organizations, and accomplishments
- Photocopies of all transcripts (a foreign transcript evaluation must be attached if applicable)
- Three recent letters of recommendation addressing experience and abilities

A written response to the following, and please include specific examples of your experience in your answers (**up to two pages total**):

1. Describe your experience working with underrepresented student groups, including with first generation students
2. Take us through the Mendocino Community College student enrollment process. (<https://www.mendocino.edu/admissions>). Indicate how as FYI Counselor you would assist and implement retention efforts to support FYI students success.
3. Explique su conocimiento sobre las barreras e impedimentos que enfrentan los estudiantes del colegio comunitario y como los ayudaría a superarlos.

Incomplete application packets will not be forwarded to the selection committee.

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 technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art



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Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two 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 basic skills 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.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. 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 with some light manufacturing. 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 retirement and 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.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*