4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/employment for information regarding evaluation of foreign degrees.

5. Copy of relevant California Community College materials submitted independently of the application package will not be accepted. The District will not return or make photocopies of application materials. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
North Orange County Community College District
Human Resources
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, February 11, 2015. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a teaching presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine the candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 805-4821 at least three (3) business days in advance of the scheduled examination/interview date. The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.


Founded in 1913, Fullerton College is the oldest college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students.


For further information about the position contact:
Jennifer LaBounty – Dir, EOPS/CARE/CalWORKs
Jlabounty@fullcoll.edu

NOCCCD – “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire lifelong learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2014-15 was $204 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of programs, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.
THE POSITION  
COUNSELOR/CalWORKs  
JOB #FCF628  
Tenure-track position, 100% contract

STARTING DATE  
July 1, 2015

DUTIES AND RESPONSIBILITIES  
Duties and responsibilities as presented are intended to be representative and not restrictive.  The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Apply student and career development philosophy and theory to provide comprehensive case management to CalWORKs community college students from diverse backgrounds regarding degree, certificate, transfer and vocational education program planning, career planning, career decisions, goal clarification and personal life management.

Counsel CalWORKs students regarding transfer, career development, goal clarification, employment preparation and readiness with the knowledge of trends in career counseling.

Manage electronic student education plans, course placements, access to student information systems and Internet for academic and career planning.

Maintain current knowledge in the field of post-secondary counseling and participation in a statewide organization as appropriate.

Plan, coordinate and present student workshops and orientations to current and prospective CalWORKs students.

Maintain knowledge of current laws and regulations, which include county, state and federal in order to ensure CalWORKs program compliance. Apply knowledge base as a tool for educating students and advocating on their behalf with the county and community based service providers.

Coordinate support services with on and off campus providers.

Utilize a case management model of serving students, which includes an intake using a psychosocial assessment designed to identify potential barriers to students’ retention and success.

Serve as a resource to CalWORKs students by providing an orientation, assistance with the completion of county documents and campus forms, create a comprehensive education plan and assist in the access of support services, such as child care, books, supplies and transportation.

Monitor, assess and support students’ academic progress and offer intervention strategies when needed.

Maintain a student caseload and work closely with the School of Continuing Education, DSS, EOPS, CARE, and Veterans to coordinate student services with shared populations.

Collaborate with the Financial Aid office staff in the placement of CalWORKs work-study eligible students in on-campus work study positions.

Coordinate CalWORKs program and services as appropriate and attend staff meetings as required.

Maintain frequent contact with representatives and service providers from the community and government agencies.

Participate in curriculum development and serve on department, division, college and district committees as necessary to maintain and improve the CalWORKs program; participate in appropriate professional development activities.

Participate in the formulation of Student Learning Outcomes (SLOs) and the Student Learning Outcomes assessment cycle.

Maintain formal office and campus hours; participate in department and division meetings.

Maintain current knowledge of methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications, degree audit system) as necessary to perform duties in an efficient, organized and timely manner.

Perform related duties as assigned, including timely compliance with clerical and administrative responsibilities; comply with district, college, and division policies in the performance of duties.

Work cooperatively with staff and students.

Evening and/or Saturday assignments may be required as part of the regular contract.

MINIMUM 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

Bachelor’s in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline; OR the equivalent.

Equivalent qualifications may include related education, training, employment and professional experience that would be equal to the required degree(s) and experience in the field as determined by the District Equivalency Committee.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

All degrees and course work used to satisfy the required minimum qualifications must be from accredited postsecondary institutions (see www.noccddc.edu/Employment regarding accredited postsecondary institutions) and the award of all degrees must be verifiable on a legible transcript.

DESIABLE QUALIFICATIONS  
Experience using a case management model of serving students including confidential record keeping procedures.

Experience with current county, state and federal laws and regulations pertaining to CalWORKs programs and its student recipients to ensure compliance.

Experience coordinating a program or service for special populations.

Experience using electronic student education plans, course placements, and student information systems and Internet for academic and career planning.

Experience working with categorical budgets and/or grants.

Experience collaborating with multiple service providers within the campus and the community.

Experience working with non-traditional college students that face multiple outside barriers, such as poverty, parenthood, academic disadvantage, physical and/or mental health, drug abuse and/or anxiety and depression.

Effective oral and written communication skills.

SALARY  
The initial salary placement range is $62,602 - $94,779 depending on applicable education and experience.

Initial salary placement will be determined by the District Office of Human Resources in accordance with the faculty collective bargaining agreement and is not negotiable.

BENEFITS  
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care.  The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee.  In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE  
Reference Job #FCF628 in all correspondence.  Complete the online District Academic Application on our website at http://www.noccddc.edu.  Applicants MUST submit their District Application online.  A printed copy of the application and all other materials MUST be submitted to the Office of Human Resources by the closing date.

A complete application package MUST include the following:

1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background, teaching experience and work experience.

Experience working with categorical budgets and/or grants.

Experience collaborating with multiple service providers within the campus and the community.

Experience working with non-traditional college students that face multiple outside barriers, such as poverty, parenthood, academic disadvantage, physical and/or emotional abuse, drug abuse and/or anxiety and depression.

Effective oral and written communication skills.