CYPRESS COLLEGE: “Minds. Motivated.”

Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,000 students and the highly qualified teaching faculty are proud of the many excellent academic and career technical education programs. Cypress College offers 50 university-transfer majors, 138 career-credential programs, and degrees in 61 areas of study. Dr. Robert Simpson is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

NOCCCD – “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, academically excellent, and committed to student success and lifelong learning.

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 academic training, and employment opportunities including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

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 those 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) 808-4821 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.

For further information about the position contact:
Paul de Dios – Dean
Counseling & Student Development
pdeDios@cypresscollege.edu

For further information about the position contact:
Paul de Dios – Dean
Counseling & Student Development
pdeDios@cypresscollege.edu

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.noccot.edu.
THE POSITION

COUNSELOR - CAREER

JOB #CCF941

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 career development philosophy and theory to provide comprehensive career counseling and services to meet the needs.

Teach scheduled classes and 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.

Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methodologies and informed critical feedback on assignments and discussions.

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 this field as determined by the District Equivalency Committee.

Demonstrated knowledge, certification, and competency in theory, intervention strategies and principles of career counseling, career assessment instruments, and career software.

A minimum of two years experience with career counseling and teaching career courses in a community college.

Experience in development and presentation of career workshops, courses, and program activities.

Experience in analyzing and interpreting career and employment data (i.e., technology, distance education and trends in the labor market).

Experience with career development and job search preparation process.

DESIABLE QUALIFICATIONS

Demonstrated knowledge of professional organizations, competencies, and preparation standards relevant to the practice of career counseling.

Experience implementing outreach and marketing through program promotion and working collaboratively with faculty, staff, students and local community.

Effective interpersonal, verbal and written communication skills.

Maintain relationships with high schools, college career programs, and local industry/agencies.

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.

www.nocccd.edu/Employment regarding accredited postsecondary institutions).

DESIRABLE QUALIFICATIONS

Training and experience in the administration and interpretation of career assessments.

Demonstrated knowledge, certification, and competency in theory, intervention strategies and principles of career counseling, career assessment instruments, and career software.

A minimum of two years experience with career counseling and teaching career courses in a community college.

Experience in development and presentation of career workshops, courses, and program activities.

Experience in analyzing and interpreting career and employment data (i.e., technology, distance education and trends in the labor market).

Experience with career development and job search preparation process.

DESIABLE QUALIFICATIONS

Demonstrated knowledge of professional organizations, competencies, and preparation standards relevant to the practice of career counseling.

Experience implementing outreach and marketing through program promotion and working collaboratively with faculty, staff, students and local community.

Effective interpersonal, verbal and written communication skills.

Maintain relationships with high schools, college career programs, and local industry/agencies.

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.

www.nocccd.edu/Employment regarding accredited postsecondary institutions).

DESIABLE QUALIFICATIONS

Training and experience in the administration and interpretation of career assessments.

Demonstrated knowledge, certification, and competency in theory, intervention strategies and principles of career counseling, career assessment instruments, and career software.

A minimum of two years experience with career counseling and teaching career courses in a community college.

Experience in development and presentation of career workshops, courses, and program activities.

Experience in analyzing and interpreting career and employment data (i.e., technology, distance education and trends in the labor market).

Experience with career development and job search preparation process.

DESIABLE QUALIFICATIONS

Demonstrated knowledge of professional organizations, competencies, and preparation standards relevant to the practice of career counseling.

Experience implementing outreach and marketing through program promotion and working collaboratively with faculty, staff, students and local community.

Effective interpersonal, verbal and written communication skills.

Maintain relationships with high schools, college career programs, and local industry/agencies.

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.

www.nocccd.edu/Employment regarding accredited postsecondary institutions).

DESIABLE QUALIFICATIONS

Training and experience in the administration and interpretation of career assessments.

Demonstrated knowledge, certification, and competency in theory, intervention strategies and principles of career counseling, career assessment instruments, and career software.

A minimum of two years experience with career counseling and teaching career courses in a community college.

Experience in development and presentation of career workshops, courses, and program activities.

Experience in analyzing and interpreting career and employment data (i.e., technology, distance education and trends in the labor market).

Experience with career development and job search preparation process.

DESIABLE QUALIFICATIONS

Demonstrated knowledge of professional organizations, competencies, and preparation standards relevant to the practice of career counseling.

Experience implementing outreach and marketing through program promotion and working collaboratively with faculty, staff, students and local community.

Effective interpersonal, verbal and written communication skills.

Maintain relationships with high schools, college career programs, and local industry/agencies.

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.

www.nocccd.edu/Employment regarding accredited postsecondary institutions).

DESIABLE QUALIFICATIONS

Training and experience in the administration and interpretation of career assessments.

Demonstrated knowledge, certification, and competency in theory, intervention strategies and principles of career counseling, career assessment instruments, and career software.

A minimum of two years experience with career counseling and teaching career courses in a community college.

Experience in development and presentation of career workshops, courses, and program activities.

Experience in analyzing and interpreting career and employment data (i.e., technology, distance education and trends in the labor market).

Experience with career development and job search preparation process.