



# Career Counselor Full-Time, Tenure-Track



EL CAMINO COLLEGE

**MISSION STATEMENT:** *El Camino College makes a positive difference in people's lives.  
We provide excellent comprehensive educational programs and services that promote student learning and success  
in collaboration with our diverse communities.*

## ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is a vibrant two-year college. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. We currently enroll approximately 25,000 students each semester, the majority of whom are from diverse populations. Over 50 percent of ECC's students are Latino/a, 16 percent are African-American, 15 percent are Asian, 13 percent are white, 5 percent are multiracial, and less than 1 percent are Pacific Islander or Native American.

The successful candidate will join a department committed to curriculum and practices that are responsive to the students it serves and an institution dedicated to funding student scholarships totaling \$1.4 million annually.

Since 1947, ECC has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance. As a single-college district, ECC employs more than 900 full- and part-time faculty to teach approximately 1,200 sections of pre-baccalaureate, transfer, and career technical courses. Approximately 475 staff and management employees also support student learning. Each semester, the College offers 99 degree programs and 83 certificate programs. ECC ranks among the top ten community colleges in transfers with over 1,500 students transferring annually to four-year universities around the country. Some of the top local transfer institutions include UCLA, USC, CSU Dominguez Hills, and CSU Long Beach. With a robust Transfer Alliance Program, ECC is regularly among the top three community colleges in Southern California for students admitted to UCLA.

Situated on a beautiful and spacious 126-acre campus in Torrance, California within Los Angeles County, the campus is located just minutes from South Bay beaches and surrounded by high-tech industries including aerospace, logistics, multimedia, and service corporations. The District has undergone a substantial transformation campus-wide with the passage of general obligation bond measures in 2002 and 2012. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will position El Camino College well for the future.

## CONTACT

**El Camino College Human Resources**

310-660-3807

[HR@elcamino.edu](mailto:HR@elcamino.edu)



### **P.R.I.D.E. – OUR STATEMENT OF VALUES**

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength, and its driving force. With this in mind, our five core values are:

#### **People**

We strive to balance the needs of our students, employees and community.

#### **Respect**

We work in a spirit of cooperation and collaboration.

#### **Integrity**

We act ethically and honestly toward our students, colleagues and community.

#### **Diversity**

We recognize and appreciate our similarities and differences.

#### **Excellence**

We aspire to deliver quality and excellence in all we do.



## CAREER COUNSELOR FULL-TIME, TENURE TRACK

**Division:** Counseling & Student Success  
**Posting Close Date:** January 28, 2019  
**Req:** A1819-035  
**Location:** ECC Campus  
**Position Type:** Faculty

### JOB DESCRIPTION

El Camino College is seeking a full-time, tenure-track faculty member to join its team. Assignment will include assessing student interests, values, strengths, and skills. Upon completion of the assessment process the career counselor is responsible for interpretation and assisting students with researching areas of interest, identifying majors and developing an education plan designed to achieve the desired outcomes.

Duties further include teaching in the areas of orientation and career planning, focusing on career choice for undecided students; counseling students on probation/dismissal status; assisting in the development of curriculum guide sheets and catalog materials with four-year institutions; maintaining records and compiling reports; fostering continuing relationships with District high schools and other duties as assigned by the dean.

The position requires participation in a variety of campus and divisional activities such as faculty meetings, student activities, and office hours. Selected candidates will be invited for an interview, which may include a presentation or role-play exercise.

Faculty job responsibilities include the development/review of curriculum and assessment of learning outcomes to improve teaching and learning in achieving El Camino College's mission of institutional effectiveness, quality educational programs, and vibrant student support services.

### REQUIRED QUALIFICATIONS

Master's degree in counseling, rehabilitation counseling, counseling psychology, clinical psychology; guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling;  
OR

### TO APPLY

An applicant must submit the following by the closing date.

1. Online application: [https://elcamino.igreentree.com/css\\_academic](https://elcamino.igreentree.com/css_academic)
2. Cover letter describing how applicant meets the qualifications.
3. Resume including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) *[Foreign Transcripts info on next page]*
5. Evidence of a valid community college credential, if applicant holds one.

If you need assistance you may call 310-660-3593, Ext. 3476 between the hours of 8:00 a.m. and 4:00 p.m. Monday-Friday.

Due to the large volume of calls received on closing dates, we highly recommend that you contact us for assistance requests well before the last day to apply. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m.

The equivalent - Candidates not possessing the required qualification(s) as stated on this announcement must complete the Request For Equivalency Form as part of the application process to explain in detail how their qualifications are equivalent to those above; OR

Valid California community college instructor credential in appropriate subject issued prior to July 1, 1990 (per California Education Code 87355); AND

Evidence of responsiveness to and understanding of the racial, socio-economic, academic, and cultural diversity within student populations, including students with disabilities, as these factors relate to the need for equity-minded practices.

## **DESIRED QUALIFICATIONS**

- Minimum two years of recent career counseling experience and workshop facilitation skills in higher education.
- A master's degree or certificate with a specialization in career counseling from a CACREP accredited institution.
- Working knowledge of interpreting career assessment instruments for personality, strengths, skills and values such as Myers Briggs Type Inventory (MBTI) and Strong Interest Inventory (SII)
- Knowledge of academic, vocational and career counseling trends.
- Knowledge of Microsoft programs helpful.
- Experience examining and remediating one's instruction, interactions, and/or practices to more effectively engage and support diverse students.
- Demonstrated skill with addressing issues of equity.
- Demonstrated expertise in culturally responsive methodologies, particularly as it relates to students' lives, interests, and communities.

## **SUPPLEMENTAL QUESTIONS**

Please limit each response to 300 words.

1. What strategies do you use to motivate diverse students and facilitate students' self-motivation? How do you assess whether these strategies are effective?
2. Please describe your knowledge of and experience with using student learning outcomes assessment to improve student learning. What were the key factors in creating learning success, particularly for diverse students?

## **CONDITIONS OF EMPLOYMENT**

Contract shall be for full-time, tenure-track teaching assignment for the 2018 – 2019 academic year, beginning in August. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## **SALARY**

The starting salary ranges from \$66,598 - \$91,474 depending on education and experience. Excellent benefits are included.

## **FOREIGN TRANSCRIPTS**

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

*Please Note:* Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

## **CLOSING DATE**

January 28, 2019 at 3:00 p.m.

## **INTERVIEW EXPENSES**

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Office.

## **HEALTH, LIFE, DENTAL AND VISION INSURANCE**

The college provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available toward which both the college and the employee contribute.

## **COMPENSATION AND BENEFIT HIGHLIGHTS**

### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at fifty percent.

### **Retirement**

Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender, (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*