



Full-Time, Tenure-Track Counselor for STEM Meta Majors



EL CAMINO COLLEGE

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

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands). We serve 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% of ECC's students are Latinx, 16% are African-American, 15% are Asian, 13% are White, 5% are multiracial, and less than 1% 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 126-acre campus in Torrance, California, 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. Capital construction projects, as well as new initiatives to support student success, are positioning El Camino College well for the future.

CONTACT

El Camino College Human Resources

310-660-3807

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 inspire our diverse students, employees, and community with purpose, passion, and pride.

Respect

We work in a spirit of civility, cooperation, and collaboration.

Integrity

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

Diversity

We embrace our similarities and differences to promote an inclusive campus community with equitable outcomes for all.

Excellence

We deliver quality, innovation, and excellence in all we do.



COUNSELOR FOR STEM META MAJORS

Division: Counseling & Student Success
Posting Close Date: March 6, 2023
Req: A2223-038
Position Type: Faculty

JOB DESCRIPTION

El Camino College is seeking a full-time, tenure-track Counselor to work with STEM Meta Major students. Within general counseling, this position has an emphasis on STEM meta major areas and works collaboratively with STEM related programs including Guided Pathways. This position provides counseling services to a diverse student population including new and re-entering students; those pursuing career education, STEM majors, and those with transfer goals. Participation in counseling and planning meetings is required. Counselors apply student development philosophy and theory to provide comprehensive counseling services to community college students from diverse backgrounds.

Typical duties include: Counseling students in all academic and career education areas; providing virtual counseling and/or group counseling, participation in the Student Success and Support Program process, including assessment, orientation, development of student education plans and identifying retention strategies to achieve desired outcome and follow-up; career planning for STEM and undecided students; counseling probation/dismissal status students; intentional outreach and recruitment of disproportionately impacted and/or disadvantaged STEM students; assisting in preparing curriculum guide sheets and catalog materials with four year institutions and in fostering continuing relationships with District high schools, and other duties as assigned by dean. Researches websites, resources, internships, scholarships, career and transfer sites, and partnerships with high schools, colleges/universities and business and industry.

Other responsibilities include: Participation in El Camino College program plans, program review, accreditation processes, committee work, advisory boards, faculty meetings, service area outcomes, student activities, and other student success initiatives (e.g., Guided Pathways, DEIA/Anti-Racism initiatives). Maintain records and reports.

Maintain high standards of professional conduct and ethics appropriate to the Counselor's professional position. Maintain knowledge in field applicable to current industry standards. Maintain knowledge of institutional policies and procedures impacting student matriculation and enrollment. Some assignments may include evening, weekend hours, and/or services offered offsite on high

TO APPLY

An applicant must submit the following by the closing date.

1. Online application: 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]

If you need assistance you may call 310-660-3593, Ext. 3479 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.

school campuses.

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

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.

A counseling demonstration will be required by those candidates selected to interview.

DESIRED QUALIFICATIONS

- Recent experience counseling science, math, technology, and engineering majors at the community college level.
- Knowledge and experience with technical tools related to counseling – virtual counseling, educational planning tools, early alert, scheduling software, and transfer and career counseling resources.
- Effective oral and written communication skills.
- Willingness and ability to continuously engage in the improvement of existing curriculum, development of new counseling and student guidance materials, and innovative approaches to serve students.
- Experience examining and remediating one's counseling, interactions, and/or practices to more effectively engage and support diverse students.
- Demonstrated skill with addressing issues of equity.

SUPPLEMENTAL QUESTIONS

Please limit each response to 300 words.

1. How do you support student success, particularly for students from historically underrepresented and/or marginalized communities?
2. How have you demonstrated culturally responsive practices in your counseling?

CLOSING DATE

Monday, March 06, 2023 at 3:00 p.m.

SALARY

The starting salary ranges from \$73,328 - \$100,718 depending on education and experience.

CONDITIONS OF EMPLOYMENT

Contract shall be for a full-time tenure-track counseling assignment for the 2023 – 2024 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.

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>

DOCUMENTS SUBMITTED

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.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

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 Human Resources.

BENEFIT HIGHLIGHTS

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.

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.

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

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.