

# Counselor (Articulation & General Counselor)

---

## Posting Details

---

### Posting Details (Default Section)

**Position Title** Counselor (Articulation & General Counselor)

**Special Instructions to Applicants** Los Medanos College (LMC) serves about 10,000 students who pursue transfer preparation, career education, and skill building. Located in East Contra Costa County, Los Medanos College is the only higher education institution in one of the fastest and continually growing regions of the East Bay. Serving a highly diverse student population at multiple locations including the Pittsburg campus, Brentwood Center, and through a robust online learning environment, LMC provides our community with equitable access to educational opportunities and support services that empower students to achieve their academic and career goals in a diverse and inclusive learning environment. As a proud Hispanic Serving Institution (HSI) dedicated to equitable success for all students we seek a colleague for this position who operates with a growth mindset, is highly student centered, and who demonstrates a deep commitment to academic excellence, equity, and inclusion among students, staff, and faculty.

Los Medanos College (LMC) is seeking a full-time, tenure-track academic position in Counseling to promote course articulation and also deliver counseling services to students in the general population. The successful applicant will be well qualified to provide academic, career, and personal counseling services, utilize a variety of counseling strategies/methods, teach department courses, and effectively collaborate with the LMC Office of Instruction staff and managers, as well as faculty, staff, and deans throughout the college. This position will split their focus- 50% Articulation and 50% General Counselor.

#### Recruitment Timeline:

- 1) Initial review of applications will occur January/February 2023.
- 2) Selected applicants will be invited to an interview. Interviews will take place in-person in February/March 2023. Applicants will be responsible for travel expenses. The college nor the District reimburses for travel expenses.
- 3) Final interviews will be held March/April 2023

No candidate for a full-time position shall be recommended as a finalist to the President without meeting the minimum qualifications or having been verified as meeting the equivalency.

**Description of Position** Los Medanos College (LMC) is seeking a full-time, tenure-track academic position in Counseling to promote course articulation and also deliver counseling services to students in the general population. The successful applicant will be well qualified to provide academic, career, and personal counseling services, utilize a variety of counseling strategies/methods, teach department courses, and effectively collaborate with the LMC Office of Instruction staff and managers, as well as faculty, staff, and deans throughout the college.

**Our Vision for Social Justice** We are seeking people who recognize the critical role community colleges play in social justice, who have ability in this space, enthusiasm for this work, ideas and vision to improve our approaches, and a commitment to achieving equitable academic success for the 50,000+ students attending our five beautiful colleges and centers. Our social justice work calls for employees who have a sense of social responsibility, interest in our community and world in which we live.

The intention of social justice work is to strengthen humanity by understanding that every person deserves the benefits of fully participating in our society and institutions.

Academic researchers have illustrated that crucial social justice principles are a compilation of equality, equity, diversity, inclusion, engagement, environmental sustainability and human rights. These complex principles are challenging to operationalize in higher education; yet, we are steadfast in our diligence to forge ahead to advance this vital mission.

Community colleges are uniquely positioned to lead higher education in the work of social justice. Many of our students come from historically underserved and underrepresented backgrounds; students of color, students with recent immigrant histories, students from cycles of low income if not poverty, students from indigenous communities, and students from first-generation families.

The idea of promoting social mobility through education is unconditionally and uncompromisingly embraced by community colleges. This is an exciting role, and it comes with a heavy responsibility. Simply put, we need to create environments where our students achieve greater academic success, so much so that we close our persistent equity/opportunity gaps.

If you are committed to social and racial justice and if you are interested in joining a community dedicated to solving these inequities through education, please apply.

**Inquiries** For questions, please contact Eileen Valenzuela in the Office of Instruction via email [evalenzuela@losmedanos.edu](mailto:evalenzuela@losmedanos.edu)

The college is closed for semester break from December 21, 2022 through January 2, 2023. Inquires during this period will be answered after the college reopens on January 3, 2023.

**Recruitment Type** Faculty

<b>Location</b>	Los Medanos College
<b>Posting Number</b>	F00962
<b># of Openings</b>	1
<b>Salary</b>	Initial salary placement for full-time, tenure track positions is based on academic degree(s), upper/graduate level units earned, and/or qualifying related professional occupation experience which ranges from \$60,294 to \$99,876 per year (Up to \$117k). Adjunct instructor rate is \$68.91-\$114.14 per hour (up to \$131.15).
<b>Position Status</b>	Tenure- Track
<b>EEO Job Category</b>	Faculty & Other Instructional Staff
<b>Employee Group</b>	Full-Time Faculty
<b>Department</b>	L1020-Matriculation
<b>Discipline</b>	Counseling
<b>Alternate Discipline</b>	
<b>Duties and Responsibilities</b>	<p>In addition to contractual duties for this position which will include counseling and program coordination, all faculty are expected to participate actively in their disciplines, in their departmental activities and in the general intellectual life and governance of the college. Part of the counseling assignment may be in the evening program. Duties and responsibilities include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. assisting students with decision-making and the exploration of their educational, career, and personal goals;</li> <li>2. working with students to develop educational plans;</li> <li>3. adhering to the schedule that has been developed with the Department Chairpersons, which may include individual student appointments, drop-in assignments, workshops, and weekend and/or evening assignments;</li> <li>4. collaborating with instructional faculty in support of the goals of the institution;</li> <li>5. participating in the college governance process, including attendance at all department and division meetings, and serve on college wide committees;</li> <li>6. promoting the philosophy that integrates counseling and mentoring to support student learning;</li> <li>7. participating in required training and activities such as conferences, regional meetings, outreach, orientations for students, community activities &amp; social/cultural events, field trips, mentorship, advisory groups, etc.;</li> <li>8. participating in professional development activities, both departmental and college-wide;</li> <li>9. creating a positive environment that provides students with the support/motivation likely to enable them to transfer;</li> <li>10. maintaining current knowledge of counseling techniques and other effective student support intervention strategies;</li> <li>11. engaging in outreach targeting feeder high schools and community groups;</li> <li>12. maintaining appropriate standards of professional conduct and ethics;</li> <li>13. performing other related duties as assigned.</li> </ol>
<b>Minimum Qualification-Education/Experience</b>	<p>Understanding of and sensitivity to the diverse academic, socioeconomic, cultural, sexual orientation and ethnic backgrounds of community college students, staff and faculty.</p> <p>The applicant must possess one of the following qualifications (earned degrees must be from an accredited college/university):</p> <ol style="list-style-type: none"> <li>1. Master's degree 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 (please list degree); OR</li> <li>2. Bachelor's degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT) (please list degree); OR</li> <li>3. A valid lifetime California Community College Instructor Credential authorizing fulltime counseling; OR</li> <li>4. The equivalent. If you do not possess the EXACT minimum qualifications (i.e. you do not possess the exact degree listed) and believe that you meet the minimum qualifications because of equivalent educational or professional background, please complete and upload the master degree equivalency form. The completed form can be uploaded in the attachment section of the application.</li> </ol>
<b>License/Certificates/Credentials</b>	
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>· Demonstrated commitment to equity and inclusion as well as sensitivity to and understanding of the socioeconomic, academic, cultural, sexual/gender identities, physical and/or learning abilities, linguistic, and ethnic diversity within the community college population.</li> <li>· Demonstrated commitment to professional growth and development; innovation and improvement of counseling and teaching; and to assuming faculty responsibilities beyond the counseling department in a shared governance environment.</li> <li>· Demonstrated proficiency in various technologies and internet resources related to counseling and articulation.</li> </ul>

· Demonstrated experience assisting students in developing a plan to achieve an educational and/or career goal (e.g. career and technical education, transfer, etc.).

· Demonstrated experience teaching career planning, college orientation, college success, transfer planning, and/or other courses and workshops.

· Demonstrated knowledge about and experience addressing the current processes and issues in California community college articulation.

Demonstrated experience in curriculum and/or program development.

**Job Open Date:**

12/17/2022

**Job Close Date:**

02/01/2023

**Open Until Filled**

No

**Employment Begins:**

August 2023

**# of Months**

12

**Employee Benefits**

Membership in State Teachers Retirement System (STRS)

District-paid benefits (employee contributes 6%) for employee and dependents/domestic partners include:

- Medical (Anthem Blue Cross or Kaiser) insurance including chiropractic services
- Dental and vision
- Flexible spending (125) plan
- Life and long-term disability insurance
- Employee Assistance Program
- Deferred compensation (403b and 457)
- Sabbatical Leave

Additional Benefits: The District also offers eligible faculty employees, travel assistance plan, retiree benefits, and employee discounts on health memberships.

Newly hired employees may notify the respective union (Local 1 or United Faculty) if they opt to join and/or authorize payment to the union. If the newly hired employee authorizes payment to the union then the following fees apply: Local 1 has a one-time initiation fee of \$45.00 and monthly contribution of 1% of gross pay +\$1. United Faculty has an agency fee of .55% of gross pay plus \$2.50.

**How to Apply**

1. Interested applicants must submit all of the application materials online to be considered for this position. We do not accept hand-delivered, e-mailed, faxed or postal mailed application packets.
2. It is your responsibility to ensure that all application materials are received on or before the closing date. Our application deadline time is 11:59pm on the specified closing date.
3. You should submit an unofficial transcript for screening purposes. If you do not have electronic version of the transcript required for the position, you can have it scanned by a Staples, Office Max or Office Depot, etc. All applicants will have an opportunity to upload transcripts when completing our online application process. You should be prepared to provide an official transcripts prior to employment start date should the position be offered.
4. If you do not possess the required educational degrees and are applying under the equivalency process, you bear the responsibility of submitting the District's Equivalency Application. Equivalency applications with supporting documentation should be submitted when 1) degrees are not in exact discipline required; 2) degree is in progress; 3) degrees were earned at a college or university outside of the United States. All applicants will have an opportunity to upload an equivalency form for evaluation by a college equivalency committee when completing our online application process.
5. Applicants with foreign degrees must provide official certification of equivalency to United States degrees. An approved National Association of Credential Evaluation Services (NACES) agency must evaluate your course work. All applicants will have an opportunity to upload a foreign degree evaluation for review of by a college equivalency committee when completing our online application process. Please read more details in the Foreign Degree and Credit Statement section of the job announcement.
6. Documents uploaded online must be the actual documents to be considered for review. Do not upload a "placeholder" document. Applications with placeholder documents are considered incomplete and will be rejected. Only upload the required documents, other materials can be presented if you are selected for an interview.
7. All application materials become the property of the district and will not be returned or duplicated.

**Selection Process**

Applications will be screened to ensure the applicant meets the minimum qualifications as stated in the job announcement.

1. The applications, cover letters, answers to required supplemental questions, resumes, unofficial college transcripts, and other supporting materials submitted by all qualified applicants will be reviewed by a screening committee. Those who are deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense.
2. During the campus visit, each applicant will be interviewed and may be asked to conduct a demonstration appropriate to the discipline. Selected interviewees may be invited to present an entire lecture in front of a class. Responses to the interview questions and demonstration will be rated by the interview committee.
3. Based upon the overall rating, a small number of applicants will be invited at their own expense to the campus for an interview with the college president and vice president of instruction.
4. After consultation with the interview committee, the college president will make the final recommendation for employment to the chancellor and the governing board of the Contra Costa Community College District.
5. Upon hire, the successful candidate must meet the conditions of employment. Finalists must provide

verification of transcripts. TB test, physical examination, fingerprinting/conviction clearance and proof of identity and eligibility to work in the United States.

#### Foreign Degree and Credit Statement

In accordance with the United Faculty Contract, Article 20.3.1.3.2, all foreign degrees and credits used to meet the minimum qualifications must be evaluated by an approved National Association of Credential Evaluation Services (NACES) agency [www.naces.org](http://www.naces.org) prior to the implementation of the equivalency process. Please upload your evaluation with your application when you apply for this position. We cannot accept foreign degree evaluations after the closing date

#### ADA Accommodations:

[Request For Reasonable Accommodation](#)

#### [Medical Verification](#)

Candidates with legally defined disabilities may request reasonable accommodations by notifying the Human Resources Department by the deadline date. Candidates will be required to supply documentation supporting the need for the accommodation when the request is made. Please complete the forms provided in the links above and email to

[slever@4cd.edu](mailto:slever@4cd.edu)

#### COVID-19 Information

##### Quick Link

<https://www.4cdcareers.net/postings/9199>

##### About Us

#### About the District

The mission of the Contra Costa Community College District is to transform lives by providing outstanding learning opportunities that nurture and empower all students to achieve their educational goals. The dedicated faculty, classified professionals and administrators in the District are committed to core values and action that promote excellence in learning and equitable student success. The District is committed to hiring and developing a diverse staff that understands that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students; and creates an inclusive and supportive educational work environment for its students, employees, and the community it serves.

Located in Contra Costa County, in the beautiful and diverse San Francisco East Bay area, the District serves the 1 million residents of the County through education, business partnerships and service in the community. The District first opened its doors in 1949 and is the second oldest and eighth largest multi-college community college district in California. The District consists of three colleges and two centers; Contra Costa College in San Pablo; Diablo Valley College in Pleasant Hill; Los Medanos College in Pittsburg; and the centers in Brentwood and San Ramon. The District Office located in downtown Martinez, supports the mission and functions of the colleges.

As evidenced by the rich diversity in Contra Costa County, the District enrolls a highly diverse student population. Serving over 50,354 students a year, in 2019-20 fiscal year the demographic make-up of the students was 9% Black/African American; 17% Asian/Pacific Islander; 35% Hispanic/Latino; 26% White/Caucasian; and 13% Other.

The District actively encourages a diverse pool of applicants to serve the dynamic student population and work collaboratively with existing colleagues that are equally dynamic and diverse.

#### Contra Costa College

Contra Costa College is a dynamic, comprehensive community college with a diverse student population. The institution has served the communities of West Contra Costa County for more than 69 years. Most of the 10,500-plus students who attend the college come from local communities, but many also come from neighboring communities and from countries throughout the world. The college offers certificates and degree programs in 70 areas. It prepares students for immediate employment and for transfer to four-year colleges and universities. Faculty and staff are proud to be affiliated with an institution that has a tradition of excellence and a reputation for educating students to live and work in a diverse global environment.

#### Diablo Valley College

DVC is committed to increasing student success. The college has distinguished itself as one of the nation's most successful community colleges by offering incomparable transfer opportunities and exceptional career-technical programs. In both Pleasant Hill and San Ramon, a diverse student body engages with high-quality instruction and support services designed for excellence and equity in student learning. DVC's career-technical programs keep pace with emerging technologies and skill requirements, while unparalleled transfer programs prepare students to be successful in four-year colleges and universities. DVC continuously ranks among the top transfer pathways to UC Berkeley.

## Los Medanos College

Los Medanos College, opened in 1974, is the newest campus of the Contra Costa Community College District. The college prepares students to excel and succeed economically, socially and intellectually in an innovative, engaging and supportive learning environment. LMC provides quality programs and state-of-the-art facilities to serve the needs of a rapidly-growing and changing East County while enhancing the quality of life of the diverse communities it serves. Los Medanos College is known for its transferable general education program and career technical programs strongly connected with local business and industry. The college serves approximately 10,000 students.

### Diversity Statement

It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

---

## Supplemental Questions

---

Required fields are indicated with an asterisk (\*).

1. \* Tell us how you meet the minimum qualifications: A) Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling, OR B) the equivalent- I do not possess the listed degree. However, I believe I possess the background for this position and will submit a master degree equivalency form and upload it in the attachment section. OR C) I possess a bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) which serves an alternative qualification for this discipline.

(Open Ended Question)

2. \* Describe your experience assisting students with the process of clarifying their education/career goals and developing a plan for achieving their goals, whether it be achieving a certificate, Associate Degree, transferring, or deciding upon a career pathway.

(Open Ended Question)

3. \* Describe your experience working with diverse populations, such as those typically found on a community college campus, including historically underrepresented, first generation, and low-income student populations.

(Open Ended Question)

4. \* Describe your experience or approach to working collaboratively with others (counselors, instructional faculty, classified professionals, four-year institutions, etc.) to develop effective services for students. Provide an example of your contribution to a work group of particular innovation you helped to create.

(Open Ended Question)

5. \* Describe your experience using technology and internet resources related to counseling and articulation.

(Open Ended Question)

6. \* Describe current issues facing community college articulation officers and your experience in dealing with those issues.

(Open Ended Question)

---

## Required Documents

---

### Required Documents

1. Cover Letter
2. Resume/CV
3. Unofficial Transcript (must show degree(s) conferred)

### Optional Documents

1. Application for Equivalency
2. Unofficial Transcript 2
3. Unofficial Transcript 3
4. Unofficial Transcript 4
5. Foreign Degree Evaluation Form (NACES Approved Agency)