

Job Title: **Counselor**
Job ID: **319584**
Location: **Chandler-Gilbert Community College**
Job Type: **Full Time**

To review complete job posting / How to Apply and apply, please go to <https://jobs.maricopa.edu/> and search with Job ID “**319584**”

Hiring Salary Range:
\$49,725 - \$95,728/annually DOE

Work Calendar:
9 Months

Job Summary:
This position begins in August, 2024.

Chandler-Gilbert Community College is a suburban public institution dedicated to creating and fostering educational opportunities for our diverse local communities. With two campuses, at Pecos and Williams, we offer a range of associate degree and certificate options for students seeking job advancement, new careers, university transfer-oriented programs, and lifelong learning experiences. With a large number of students who are juggling school, work, and family responsibilities, our CGCC Counseling office seeks to support an inclusive campus environment and serves currently enrolled students to help them navigate challenges that impact their ability to be successful inside and outside the classroom.

Seeking a colleague who shares our passion for inclusive, strengths-based, multiculturally-focused work with college students to join the Counseling faculty at CGCC to serve a diverse student population through teaching, direct support services, and institutional leadership opportunities. Our collaborative team oversees a dynamic range of academic courses, including First Year Experience, career exploration, personal development, and our Counseling & Applied Psychological Science major. In this faculty role, we also provide non-clinical counseling for academic, career, and personal goals and crisis intervention as needed across our two college campuses (Pecos & Williams).

Essential Functions:
Teaches FYE/CAP/CPD/BHS courses (primarily first year experience and counseling courses) and conducts workshops and class/group presentations; prepares and delivers course-related materials to satisfy course competencies, creates syllabi and lesson plans, offers instructional support/office hours, and delivers workshops on a variety of counseling, academic and personal development topics

Provides non-clinical counseling services via scheduled appointments as well as walk-in coverage to meet with students seeking individual attention related to personal,

academic, and career concerns; provides support in managing emergency situations, ranging from individual crisis intervention to campus-level incidents; provides professional consultation to faculty, staff, and administrators related to student concerns and referrals; responds via face-to-face, phone or email, and maintains private records and notes

Participates on a variety of campus and district-level committees, program initiatives, special projects, curriculum development and faculty/staff training; maintains a collaborative team approach within the counseling discipline, and with other campus team assignments; takes responsibility and leadership of programs as assigned/requested; shares in the administrative supervision and ongoing development of the Counseling Instructional program, training, and evaluation of first year experience courses and adjunct counseling faculty to improve delivery of course content and outcomes; engages in active faculty development programming, including mandatory new faculty orientation and evaluation activities, as well as opportunities for professional skill development in instructional, counseling, and/or consultation roles

In addition to pursuing excellence in teaching, direct support service, and institutional leadership opportunities all residential MCCC faculty are expected to engage in ongoing professional development. Probationary faculty are expected to participate in structured programs designed to support their growth in teaching and learning as reflective scholars and practitioners, while all faculty have access to a variety of training and workshops through our on-campus Center for Teaching, Learning & Assessment (CTLA), Maricopa Center for Learning & Innovation (MCLI) and discipline-specific opportunities.

Minimum Qualifications:

A. A master's degree or higher with an emphasis in counseling, from a regionally accredited college or university and have completed at least twenty-four (24) semester/ thirty-six (36) quarter hours or equivalent of graduate work including the following:

1. Counseling Theories and Techniques
2. Personality Theories or Human Development
3. Testing Theories and Applications
4. Group Counseling Theories and Techniques
5. Career Counseling Theories and Resources
6. Individual Assessment
7. Practicum, supervised Practice, or Internship in Counseling.

B. Must have completed either a Practicum, Supervised Practice, or an Internship in counseling (Applicants for counseling positions are strongly encouraged to include course descriptions from the university's catalog for the aforementioned seven courses). A counselor may be hired if he/she has completed coursework in at least five (5) of the first six (6) above areas and has the required twenty-four (24) semester or 36 quarter hours of graduate work. If the counselor is deficient in an area 1 through 6, the

deficiency shall be removed within one year of the date of hire. Area seven (7) must be completed before the date of hire.

Desired Qualifications:

1. Minimum of eight (8) semesters, or at least 10 course sections, teaching a variety of counseling courses (Careers, First Year Experience, Counseling, Personal Development, Multiculturalism, etc.)
2. Three (3) or more years of providing leadership in an academic/counseling program including professional development and support to instructors involving instructional and/or program curriculum, materials, program/outcomes assessment, and/or experience providing formative evaluation for other instructors
3. Three (3) or more years of full-time experience working in a college counseling setting, providing multi-culturally competent individual and group academic, personal, and crisis counseling/intervention
4. Three (3) or more years providing career assessment, interpretation, and intervention
5. Demonstrated experience leading or developing multiculturally competent programs to support students from underrepresented backgrounds/identities
6. Three (3) or more years providing professional consultation to faculty, staff, and administrators regarding concerns about student welfare/safety, behavioral issues, developmental needs, and making campus referrals
7. Three (3) or more years of active participation on college/university committees or task forces in the development, coordination, training, evaluation or supervision of a college-related program, course, workshop or event that target at-risk students, or that enhance student transition and/or success

Special Working Conditions:

May be required to work at multiple sites or locations

How to Apply:

Applicants are required to submit unofficial transcripts, resume/Curriculum Vitae (CV) and a cover letter showing how the applicant meets the minimum and desired qualifications. All minimum requirements must be met at the time of the application.

MCCCD accepts unofficial transcripts for U.S. schools at the time of application. Unofficial transcripts are submitted as an attachment to the application. Transcripts from non U.S. institutions must be translated and evaluated and provided with application material.

Additional materials will not be accepted after the job posting has closed.

Missing materials or incomplete employment history will not be considered.

Please ensure your materials clearly provide the following information.

- Clearly illustrate how prior experience, knowledge and education meet the minimum and desired qualifications for this position.
- Indicate whether former or current employment is Full-Time or;
- Part-Time employment (must include number of hours worked or load)
- Provide employment history in a month/year format (e.g., 09/07 to 10/11) including job title, job duties, for each position held and name of employer for each position.
- Three professional references, preferably current and/or former supervisors. If references are not provided in resume upon application, they will be requested at time of interview.

Additional Requirements:

Applicants are required to include a course instruction log which includes the year, semester/quarter, course taught (code and name), duration of course (5 week, 8 week, 16 week, etc), and modality (face-to-face, hybrid, online). Log utilized to equalize teaching history/experience.

Posting Close Date:

Apply on or before **February 12, 2024** to be considered.

EEO Information:

Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.