



5055 Santa Teresa Blvd. Gilroy, CA 95020
Phone: (408) 852-2823 FAX: (408) 846-4944

**FULL-TIME FACULTY
EMPLOYMENT OPPORTUNITY
DISABILITY RESOURCE CENTER (DRC)/
VETERANS RESOURCE CENTER (VRC)
COUNSELOR**

CLOSING DATE: Open Until Filled (September 30, 2016 for Initial Review)

THE POSITION

The ideal candidate will be knowledgeable about the challenges of the student veteran population as well as the students with disabilities population and an experienced advocate for disabled students' and veterans' needs and educational goal attainment. Strong communication skills are essential. The ideal candidate will be a motivated self-starter with the ability to build rapport with students, faculty, staff and administration. Strong computer skills are desired with the ability to adapt quickly to new technology. Veterans are encouraged to apply.

DUTIES AND RESPONSIBILITIES

- Provide academic, transfer, vocational, career and personal counseling services to DRC/VRC students.
- Assist students experiencing academic difficulty in maximizing their success.
- Develop education plans, monitor student progress and conduct follow-up activities.
- Be knowledgeable of, and maintain contact with social, health and community agencies.
- Use technology tools as it relates to counselor functions.
- Coordinate related service and outreach for DRC/VRC students Communicate effectively orally and in writing with students, faculty, staff and the community.
- Attend and participate in case management, department and counseling meetings.
- Teach Guidance courses as needed.
- Act as a consultant regarding student performance and retention.
- Interpret placement and career assessment results.
- Conduct college orientations and workshops related to student success and development.

QUALIFICATIONS

Minimum Academic Qualifications:

DRC counselors are those persons designated by the community college to serve as certificated counselors in the DRC program. The candidate must meet one of these criteria:

Possession of a master's degree, or equivalent foreign degree, in rehabilitation counseling. OR a master's degree or equivalent foreign degree in special education, and 24 or more semester units in upper division or graduate level course work in counseling, guidance, student personnel,

psychology, or social work, OR a Master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare; and either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following; (A) Counseling or guidance for students with disabilities; or (B) Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which responsibilities of the position were predominantly or exclusively for persons with disabilities

Individuals lacking the above degree-based academic qualifications, but who may have an equivalent background must submit either an Equivalency Form as part of their application package.

Desirable Attributes and Experience:

Demonstrated experience as a counselor in an educational setting with curriculum offerings, major requirements and general education plans for AA/AS degrees and transfers.

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, ethnic backgrounds and disability backgrounds of community college students.
- Experience counseling adults with psychological disabilities.
- Experience providing counseling services to Veteran student populations.
- Experience assisting Veterans in transitioning from military life to a community college setting.
- Demonstrated knowledge and experience in the field of career guidance and vocational preparation.
- Knowledge and experience related to community organizations, social services and resources serving students with disabilities and student veterans.
- Knowledge of retention strategies.
- Knowledge of military history, culture and structure
- Knowledge of the various statutes under which veteran students are certified for military benefits
- Experience or training that would indicate ability to successfully teach or facilitate groups.
- Knowledge and awareness of the challenges and obstacles faced by military Veterans in pursuing their educational goals.
- Knowledge and awareness of the challenges and obstacles faced by students with disabilities.
- Experience with articulation and financial aid, and collaboration with other student service programs such as EOPS & CalWORKs.
- Bilingual in Spanish preferred.
- Knowledge of and experience with computers, software, and technology related to counseling.
- Knowledge of and experience in consensus building within a diverse educational environment.

SALARY

Initial salary placement in the current Faculty Salary Schedule depends on education and experience. Benefit package includes employee and dependent medical, vision, dental plans, and \$50,000 life insurance.

THE SELECTION PROCESS

Candidates selected for interview will be asked to present a teaching demonstration and may also be asked to demonstrate writing ability. Details will be provided prior to the date of the interview. Finalists will be invited to an interview with the President and Vice President of Instruction. The President will make the recommendation for employment to the Governing Board of the District.

Note: All expenses related to the application and interview process are the responsibility of the applicant.

APPLICATION PROCESS

The following items must be received by the Human Resources Office not later than 5:00pm on Friday September 30, 2016 for initial review. Please note, postmarked materials will not be accepted.

Completed legible Certificated Gavilan District Application Form **(Required)**

- 1) Affirmative Action Applicant Survey form. (optional)
- 2) Resume of education and experience **(Required)**
- 3) A personal statement (maximum 2 pages) that describes how you would approach achieving the goals of the DRC/VRC Counseling program based on your experience, training, and teaching philosophy. **(Required)**
- 4) Unofficial transcripts verifying minimum academic qualifications. **(Required** - If offered a position, official transcripts will be required).
- 5) Equivalency Application, if applicable.

Applications are available at:

**Gavilan College Human Resources Office
5055 Santa Teresa Boulevard
Gilroy, CA 95020
Phone (408) 852-2823 -- Fax (408) 846- 4944**

Applications are available on our website at <http://www.gavilan.edu/jobs/apps/admin-app.pdf>
You may also request applications to be sent to you by emailing hr@gavilan.edu or by calling our Human Resources Office at (408) 852-2823.

Prior to employment, employee must: (a) provide proof of eligibility to work in the United States; (b) be fingerprinted and have background clearance, and (c) have current proof of clearance from tuberculosis.

NON-DISCRIMINATION

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application please contact the Human Resources Office at (408)848-4753.