APPLICATION DEADLINE
This position will remain open through MARCH 9, 2012. Applications may be screened throughout the year as instructional needs arise. All applications will be reviewed and applicants will be notified when screening is completed. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or the date of a scheduled interview.

SELECTION PROCESS
Application materials will be evaluated by a selection committee to determine which applicants’ qualifications, based on the information in the job announcement, best suit the needs of the District and the Department. The selection committee will conduct interviews, including a teaching demonstration, in order to determine which applicants best demonstrate the skill and knowledge required for the position. Successful candidates will be placed on an eligibility list for employment and will be contacted for employment opportunities based on the District’s needs.

For application/additional information:

Telephone: (562) 860-2451 x2284
Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

CERRITOS COLLEGE
FOUNDED 1956
TRUTH GIVES WINGS TO STRENGTH

COUNSELOR
(VETERAN’S RESOURCE CENTER)

Equal Opportunity Employer

3/10/11

COUNSELOR OPPORTUNITY

PART-TIME

CONTINUOUS RECRUITMENT

Grant Funded Position

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).
The successful candidate is expected to understand the issues faced by students who are veterans such as Veterans Administration processes and benefits, community agencies serving veterans and common service-connected disabilities of recent returning veterans such as Traumatic Brain Injury, post traumatic stress and post-percussion disorder.

**DUTIES & RESPONSIBILITIES**

A description of faculty duties and responsibilities may be found in Board Policy and Administrative Procedure 4005 (www.cerritos.edu/board).

**QUALIFICATIONS**

**Required:**
- Master’s degree 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 the equivalent.
- A minimum of six months of counseling experience in an educational setting to represent a minimum of 450 hours which may include paid or unpaid field work. (All qualifying educational degrees and training must be from accredited colleges and/or universities.)
- Demonstrated understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student and community populations.

**Preferred:**
- Experience with Veterans eligibility status, support services and preparing educational plans.
- Knowledge of, and commitment to, the mission, philosophy, and objectives of the California community colleges.
- Ability to utilize the Internet, email and applicable software technology.
- Counseling experience with students who are veterans and students with disabilities.
- Ability to work effectively as a member of a team to realize program goals.
- Experience in program development and faculty leadership of a Veterans center.
- Evidence of sensitivity to and understanding of veterans’ services within the community college student population, including students with physical and/or learning disabilities.
- Ability to: communicate effectively with other faculty and staff members concerning the implications of disabilities, learning processes and veterans issues.
- Knowledge of: vocational/occupational opportunities for veterans, community agencies and other organizations serving students who are veterans, issues facing veterans, and state and federal guidelines and services to veterans.

**CONDITIONS OF EMPLOYMENT**

- Salary is $40.23 per hour.
- Assignments are contingent upon sufficient enrollment.
- Official transcripts required prior to employment.
- Assignments include days, evenings and Saturdays.
- Individuals hired shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints.

**APPLICATION PROCEDURE**

Interested applicants must submit:
- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience and accomplishments
  - Professional and personal development (workshops, diversity sensitivity training, etc.)
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position.
- Confidential placement file and/or letter(s) of recommendation addressing recent pertinent experience.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298