APPLICATION DEADLINE
This position will remain open through OCTOBER 14, 2012. Applications may be screened throughout the year as 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)

Equal Opportunity Employer

Human Resources
Cerritos College
COUNSELOR OPPORTUNITIES

PART-TIME COUNSELOR OPPORTUNITIES

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

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).
Applications are being accepted to develop a list of qualified candidates for possible part-time counseling.

PROFILE
Counseling faculty are involved in a variety of activities focused on student success. They provide workshops for orientation and probation students and for specific majors. Counseling services are offered in several formats including online, group, and individual appointments. They are involved with departmental committees and projects.

The Counseling Department is integrated with academic instruction at the college. Counselors provide classroom instruction and often participate in Learning Communities and First Year Experience where they partner with other teaching faculty. Counseling courses are focused on student development, career exploration, goal clarification and orientation and planning. Instruction is in both traditional and in Distance Education formats.

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; AND 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/training must be from accredited colleges and/or universities.)
- Knowledge of issues related to student development.
- Training and/or experience in group counseling techniques.
- Demonstrated understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- Knowledge of, and commitment to, the mission, philosophy, and objectives of the California community colleges.

Preferred:
- Experience in serving the diverse population of the community.
- Experience in teaching.
- Experience with special populations.
- Ability to utilize the Internet, email and applicable software and technology.

CONDITIONS OF EMPLOYMENT
- Salary is $40.23 per hour to start.
- Assignments are contingent upon sufficient enrollment.
- Assignments include day and evening classes.
- Individuals who are offered employment 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, produce an original Social Security card, and submit negative TB test results (must be within the past four years) before they are hired.
- Continued employment is contingent on funding.

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/accomplishments
  - Professional/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. A foreign transcript must be evaluated by a NACES certified agency. The web site address is www.naces.org.
- 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

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and The District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In fact, the college encourages applications from all segments of qualified people.

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