

Educational Advisor - COF (Counseling) (Multiple Positions)  
Kern Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=104571>  
Downloaded On: Jun. 20, 2018 7:16am

<b>Job Title</b>	Educational Advisor - COF (Counseling) (Multiple Positions)
<b>Department</b>	n/a
<b>Institution</b>	Kern Community College District Bakersfield, California
<b>Date Posted</b>	Mar. 13, 2018
<b>Application Deadline</b>	3/27/2018
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Counseling Services Educational Services
<b>Apply Online Here</b>	<a href="http://apptrkr.com/1184941">http://apptrkr.com/1184941</a>

**Apply By Email**

**Job Description**

Educational Advisor - COF (Counseling) (Multiple Positions)

Kern Community College District

Position Number: 02347

Posting Date: 03/12/2018

Initial Screening Date: 03/27/2018

Open Until Filled: Yes



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Position Type: Classified

Rate:

Work Week: 40 hours per week, 12 month position

Minimum Salary: \$4,727.69 per month

Maximum Salary: \$6,680.11 per month (Maximum entry \$4,727.69 per month)

Benefits:

Our competitive benefits package includes medical, dental, and vision insurance; life insurance and dependent life coverage; long-term disability insurance, and an employee assistance program (EAP).

In addition, employees have the option to purchase:

Flex 125

AFLAC Policy

Supplemental voluntary life insurance

403b Tax Shelter Annuity

All coverages begin on the first day of the month following the hire date. Employees are covered under the California Public Employees Retirement System (CalPERS) and are vested 100% after five years of full time service.

College/Site: Bakersfield College

Location: BC-Main Campus

Basic Function:

Under the direction of an assigned supervisor, serve as a paraprofessional counselor advising students in areas related to academic careers including certificate, graduation, transfer and major requirements; advise students on various careers and on the requirements necessary for achieving career goals.

**REPRESENTATIVE DUTIES:**

Serve as a paraprofessional counselor advising students in areas related to academic careers; assist



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students with establishing academic goals and selecting courses to meet their goals; utilize test scores to discuss appropriate class levels; communicate with students in person, on the telephone and on-line.

Provide initial assessment of transcripts from other institutions; receive and forward transcripts to admissions and records office.

Provide guidance relating to complaint and discrimination policies.

Refer students in need of special services or outside counseling or testing services.

Assist students with career searches; provide referrals to various print and computerized resources.

Assist students with completion of various forms necessary to meet educational goals.

Make appropriate changes in student database based on counseling appointments and student contact.

Advise students on a variety of student services programs covering the overall matriculation process for students attending classes at a District site; refer students as necessary to specialists; maintain caseload of new and continuing students.

Participate in community outreach programs.

Assist students in achieving transfer goals including completion of university applications and utilizing various resources to acquire information regarding university requirements; maintain current knowledge of university systems as well as independent colleges.

Score various personality and interest inventory tests for campus counselors and instructors; assure current career counseling testing software is installed.

Update various handouts and forms as necessary.

Provide advising support for assigned programs such as health career, EOP&S, financial aid and others as assigned by the position.

Participate in various graduation preparation activities; request formal graduation evaluation and review evaluations with students; assure completion of appropriate graduation forms.

Maintain budgets for assigned activities at a site as assigned.

Make presentation to students, faculty and community; participate in conferences and off-campus meetings related to assigned areas.

Conduct career center, EOP&S or other orientations for new and continuing students as assigned.

Perform related duties as assigned

Education and Experience:

Any combination equivalent to:

Bachelors degree AND one year experience in a student services or related function.

LICENSES AND OTHER REQUIREMENTS:

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Possession of, or ability to obtain, a valid California drivers license.

Note: Degrees and credits must be from accredited institutions (Title V Section 53406). Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service.

Note: The screening of candidates will be conducted by a screening committee. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Knowledge and Abilities:

KNOWLEDGE OF:

\* College policies, procedures and resources.

Program and degree requirements.

- \* Laws, rules and regulations related to assigned activities.
- \* Student services programs.
- \* Operation of a computer and assigned software.
- \* Distance education modalities.
- \* Career and personality tests available to students as a resource tool.
- \* Interpersonal skills including tact patience and courtesy.
- \* Record-keeping techniques.
- \* Oral and written communication skills.
- \* Counseling/advising techniques.

ABILITY TO:

- \* Serve as a paraprofessional counselor advising students in areas related to academic careers including certificate, graduation, transfer and major requirements.
- \* Advise students on various careers and advise students on the requirements necessary for achieving career goals.

Interpret and explain college policies and procedures to students, faculty and the community.



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- \* Establish and maintain cooperative and effective working relationships with others.
- \* Meet schedules and time lines.
- \* Operate a computer and other office equipment.
- \* Prepare and maintain records and reports.
- \* Proctor and score a variety of tests.
- \* Communicate effectively both orally and in writing.
- \* Work independently with little direction.
- \* Analyze situations accurately and adopt an effective course of action.

Salary Grade: 46.5

Special Instructions to Applicants:

First Review of Applications:

Complete application packets will be accepted until the position is filled; but those received by 5:00 p.m. (Pacific Standard Time) on March 27, 2018 are assured consideration. The College reserves the right to extend time limits or re-initiate the recruitment/selection process at any point.

Completed application packet must include:

Completed Online Application for Employment form

Current resume

Letter of interest (Cover Letter)

Supplemental Questions

Copy of legible transcripts, if applicable

List of six (6) professional references Listed on application form

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.

Recruitment Status (tentative):

Application Screening: TBD

Interviews: TBD

The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

All applicants must apply online at



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[url=http://apptrkr.com/1184941]https://careers.kccd.edu/postings/10009. Emails will not be accepted.

As an Equal Employment Opportunity Employer, the Kern Community College District encourages candidates with diverse backgrounds to apply.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Kern Community College District

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