

Associate Counselor
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252346>

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Posted Jan. 29, 2025, set to expire May 31, 2025

Job Title Associate Counselor

Department

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Jan. 29, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff
Professional Staff

Academic Field(s) Student Services
Health Services
Counseling Services

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4790165/associate-counselor>

Apply By Email

Job Description

POSITION HIGHLIGHTS:

Part-time counselors are members of the General Counseling department, under the direction of the Dean of Student Services. Counselors work with students in developing and updating individual educational plans, identifying educational majors, and providing guidance and personal counseling as needed. Counselors work with the general population and with targeted student groups, transfer, and special student populations (international, Puente, Umoja, ESL, under-represented, veterans, student-

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athletes, career, etc.).

Butte College's main campus is located on a 928-acre wildlife refuge, and we pride ourselves on being a national college leader in sustainability. Community partnerships matter to us. We work with our K-12 partners to create career pathways for students to seamlessly move from high school to Butte College coursework or credit to transfer to a four-year university. In fact, Butte College has the highest transfer rate of all California Community Colleges to California State University, Chico. Butte College contributes to economic development through the Training Plane and the Small Business Development Center.

Associate Faculty are employed by semester and may work up to a maximum annual load of 33.5% per primary term adding to a maximum total of 67% for the sum of both primary terms with additional possibilities in the summer terms.

The responsibilities of all Associate Counselors include but are not limited to the following:

A. Job Specific

1. Provide academic, vocational, and personal counseling to students on an individual basis.
2. Provide group counseling for the accomplishment of specific objectives.
3. Assist in the planning and implementation of registration, including new student orientation.
4. Assist students with forms, petitions, and appeals.
5. Assist in connecting students to resources, agencies, and services.
6. Begin appointments promptly and be well-prepared for sessions.
7. Provide clear and concise information regarding academic requirements.

B. Professional Growth and Currency

1. Maintain currency with developments and changes in the counseling field.

C. Area or Departmental Responsibilities as applicable

1. Communicate with the various instructional divisions, the administration, and the staff of the College.
2. Assist other full-time, part-time, and/or new counselors, including training.

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3. Attend assigned meetings.
4. Maintain knowledge of College, Area, and Department policies and procedures.
5. Assist with developing and assessing student learning outcome.
6. Other reasonably related duties as assigned.

MINIMUM QUALIFICATIONS:

- Master's 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.

DIVERSITY AND EQUITY QUALIFICATIONS:

- Demonstrated understanding of and responsiveness to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds that characterize community college students in a manner specific to the position.

-----Application Instructions-----

ALL APPLICANTS, INCLUDING CURRENT BUTTE COLLEGE EMPLOYEES, MUST SUBMIT ALL REQUIRED DOCUMENTS WITH THE ONLINE APPLICATION IN ORDER TO MOVE FORWARD IN THE RECRUITMENT PROCESS.

REQUIRED ATTACHMENTS:

- 1. COVER LETTER:** Please describe in your cover letter how your past experience and qualifications meet the needs of this position.
- 2. RESUME OR VITA:** Please submit this as an attachment.
- 3. DIVERSITY, EQUITY, AND INCLUSION STATEMENT:** In addition to any information you included with your application materials, please provide a detailed account of how your skills, life experiences, work experience, education, and/or training have prepared you to effectively meet the needs of students from diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds. Please include examples of:
 - Teaching or training practices and/or life experiences that have enabled or would enable you to more effectively engage with and support success for diverse populations.

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- How you have engaged in on-going self-reflection to ensure equity in the workplace and/or classroom. Please include examples of workshops, trainings, and/or life experiences.

4. TRANSCRIPTS OF ACADEMIC WORK: You are required to provide transcripts for coursework and/or degrees listed on the application materials you have submitted.

- The transcripts must include the date the institution granted the degree.
- Legible copies of transcripts are acceptable at this point in the process.
- Official transcripts must be submitted prior to hire.
- **FOREIGN TRANSCRIPTS:** Foreign transcripts must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or [our website](#).

PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.

All offers of employment are contingent upon the submission of official transcripts showing completion of the degree.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The Butte-Glenn Community College District is an Equal Opportunity Employer.



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This position is not eligible for benefits.

Contact Information

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

Contact

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