

Associate EOPS Counselor  
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262563>

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Posted Sep. 16, 2025, set to expire Apr. 28, 2026

**Job Title** Associate EOPS Counselor  
**Department** Extended Opportunity Programs and Services  
**Institution** Butte-Glenn Community College District  
Oroville, California

**Date Posted** Sep. 16, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff  
Professional Staff

**Academic Field(s)** Counseling Services

**Job Website** <https://www.schooljobs.com/careers/buttecc/jobs/5076001/associate-eops-counselor>

**Apply By Email**

**Job Description**

**Associate EOPS Counselor (part-time)**

**Tentative Start Date: ASAP**

For salary information, click [here](#).

Placement on the salary schedule is dependent upon education and/or experience.

Selected Candidates must reside in California.

**POSITION HIGHLIGHTS:**

The Extended Opportunity Programs and Services (EOPS) Department is currently accepting

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applications for a part-time counseling position.

The EOPS Program supports the success of low-income and educationally disadvantaged students by providing them with above-and-beyond services such as book credits, tutoring, and an assigned counselor.

EOPS counselors offer students various counseling services, including academic advising, CSU/UC transfer, educational planning, career and vocational development, and personal counseling. In addition, counselors maintain a caseload and are required to maintain detailed records for state regulation compliance.

An ideal candidate may have experience working on a community college campus and may be bilingual (Spanish, Hmong) to meet the needs of our diverse student population.

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.

#### Representative Duties

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.

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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.
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.

EOPS Counselors will work with EOPS students per state regulations. EOPS Counselors will also assist or advise multicultural student organizations and programs and may assist EOPS students with transfer services.

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**MINIMUM QUALIFICATIONS:**

- Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development, or the equivalent, **AND**
- EOPS counselors hired after October 24, 1987, shall:
  - (1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages
  - OR**
  - (2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages; **AND**
- In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages; **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:**

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**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.
- 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](#).

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**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 they are 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.*

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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