

Associate Counselor
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=267994>

Downloaded On: Nov. 6, 2025 3:45pm

Posted Nov. 6, 2025, set to expire Apr. 28, 2026

Job Title Associate Counselor
Department General Counseling Department
Institution Butte-Glenn Community College District
Oroville, California

Date Posted Nov. 6, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Counseling Services

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/5135168/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-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

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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.

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. 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.

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Qualifications/Requirements

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.

Contact Information

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

Contact

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