



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF FACULTY POSITION

Position: Matriculation Counselor **Full-time, Tenure-Track, 11 Months**
(Subject to District Funding)

Salary: Schedule K - \$54,190.25-\$74,433.89 / Annually +Benefits
(Dependent upon education & experience)

Deadline: February 23, 2012 for First Consideration
(Open until filled)

Start Date: August 2012
(Fall Semester 8/20/12)

INTRODUCTION:

Under the direction of the Dean of Counseling & Matriculation, provide academic, career, and personal counseling for prospective, new and continuing students. This position includes general counseling and matriculation duties. The successful candidate will provide academic, personal, and career counseling to Antelope Valley College's diverse student population and oversee program activities in support of the Antelope Valley College Matriculation Plan. Assignment may include teaching human development courses.

REQUIRED MINIMUM QUALIFICATIONS:

Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development; marriage and family therapy, or marriage, family and child counseling, **OR** a license as a Marriage and Family Therapist (MFT); **OR** the equivalent. (Academic Affairs division, California Community Colleges 2010)

Antelope Valley College Equivalency: (Approved: May 7, 2009)

- The applicant for a counseling faculty position must have the following combination of education and experience as an equivalent: A Master's degree in any discipline **AND** a minimum of 24 semester hours graduate credit in counseling and/ or psychology.

OR

- **Credentials:**
A California Community College Credential in the discipline, valid for life, may be considered for purposes of minimum qualifications

AND a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

- Recent experience in community college or secondary counseling and guidance.
- One year experience counseling with a wide variety of diverse students and/or completion of coursework in cultural diversity.
- Familiarity with state-mandated matriculation regulations.
- Knowledge of and experience using research for decision-making.
- Bilingual in Spanish

DUTIES:

- Provide academic, career, and personal counseling for prospective, new, and continuing students; interpret standardized tests for class placement recommendations.
- Assist with the development of programs and materials that support matriculation and student success.



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DUTIES: (cont'd)

- Remain current on matriculation regulations and initiatives.
- In collaboration with the campus research office, continue to monitor and provide the campus with matriculation research data and research designs that ensure effective matriculation implementation.
- Assist with the development and delivery of orientation programs to assist students in the development of an educational plan; provide follow-up counseling to review student progress, especially for the students who are undecided, deficient in skills, and/or subject to probation and dismissal.
- Utilize computer technology as a tool in delivering counseling/advisement services.
- Assist students with college registration and advisement, including evening hours as necessary.
- Participate in division activities and college committees as appropriate.
- Act as co-chair of the college Matriculation Advisory Committee.
- Participate in State and regional workshops and conferences related to matriculation.
- Participate in planning presentations/trainings for faculty, staff and students related to matriculation.
- Edit and develop the student handbook and other materials related to matriculation on an annual basis.
- Perform other academic, counseling, and matriculation responsibilities to fulfill the programmatic needs of the Counseling Division.
- Duties/Travel between District locations (Palmdale and Lancaster) is also expected.
- Faculty may be assigned a combination of daytime, evening, and/or Saturday duties, as the college is dedicated to the educational success of a diverse student body with diverse needs.
- Full-time faculty also participate in curricular planning, student learning outcomes, program learning outcomes, development, assessment, and implementation; evaluation of educational programs; and college governance contributory to the attainment of the college's mission and strategic goals.
- Continued professional development through the Faculty Professional Development Program or other sources is expected



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APPLICATION PROCEDURE

It is the responsibility of each applicant to have all the following documents on file in the Human Resources Office by the deadline date in order to continue in the application process for this position. **Please submit two sets of the following documents:**

1. A completed and signed Antelope Valley College *Full-Time Academic Faculty Application*
Please do not state "See Résumé" on any part of the application. Blank spaces or illegible entries may be cause for rejection of the application. The District will not return application materials submitted.
2. A letter of intent, addressing qualifications for this position.
3. A résumé or curriculum vitae.
4. Transcripts* of all college work from an accredited institution. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.
**Note:* Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.
5. At least two signed letters of recommendation dated within the last year. These letters should pertain to professional experience, and are not general "character references." Applicants are encouraged to request more than two letters to ensure that at least two are received prior to application review. No faxed or e-mailed copies will be accepted.
6. For those disciplines with established Academic Senate's approved equivalency, complete the Supplemental Equivalency Request form (attached).

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance and income protection policies, and eligibility to enroll in the State Teachers' Retirement System.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included.**

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.