



RN17-137

Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF CLASSIFIED POSITION**

**POSITION:** Educational Advisor – Counseling (Palmdale Center) **FT, 12 months  
3SP/District Funded**

**WORK SCHEDULE:** Monday – Thurs: 7:30am-5:00pm  
Friday: 7:30am-11:30am  
(Hours not to exceed 40 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

**SALARY:** Range 19, \$4,339.27/mo. + benefits

**DEADLINE:** October 22, 2018  
**ANTICIPATED START DATE:** November/December 2018

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**BASIC FUNCTION:**

Under the supervision of an assigned director, perform duties in support of the academic counseling office, with primary assignment in the Disabled Student Services and CalWORKs offices; performs other related duties as may be assigned.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Assists students with the development of individual educational plans including and career goals general education, major, transfer and college requirements. (E)
- Verifies and approves course selections by students which are best suited to their college majors or transfer requirements in correlation with assessment scores or by prescription of the counselor. (E)
- Provides guidance information related to college rules and regulations, policies and procedures; assists students in the enrollment application process; provides preliminary transcript assessment. (E)
- Provides articulation information to students; provide information regarding state college and universities, university system campuses and private institutions. (E)
- Participates with initial intake of students; reviews verification; and discusses services available based upon particular disabilities.
- Conducts telephone follow-up calls for "at-risk" students. (E)
- Reviews and prepares files, transcripts, correspondence and reports.
- Sets up and maintains electronic database, files, and documentations. (E)
- Plans and implements a variety of workshops on topics associated with student success and career planning. (E)
- Collaborates with college support services including Counseling, Admission & Records, Financial Aid, Disabled Student Services, STAR, and EOP&S to maximize resources and services to students. (E)
- Conducts a variety of outreach activities including college tours; presents presentations regarding programs and services; develops community relationships; develops flyers, newsletters and brochures; and develops email messages. (E)
- Coordinates program efforts and educational options with appropriate organizations, including ACS State and Local Solutions, the Department of Social Services, and Career Options. (E)
- Provides work direction to student workers.
- Provides test proctoring.
- Attends committee, staff, and counseling meetings and workshops.
- Performs a variety of general clerical duties and responsibilities.
- Performs other related duties as may be assigned.

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Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

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**EDUCATION AND EXPERIENCE:** Any combination equivalent to a Bachelor's degree in counseling, psychology, business or a related field and two years of experience working with students in an academic environment.

**KNOWLEDGE OF:**

- Principles and practices of academic advising
- Principles and techniques of student interviewing
- Modern office procedures, methods and computer equipment
- College and community resources to assist students
- Articulation information regarding state colleges, universities and private institutions

**ABILITY TO:**

- Interpret and apply articulation requirements of state colleges and universities, the California university system and private institutions
- Learn and interpret community college curriculum, placement procedures, course prerequisites and general education requirements.
- Assess student needs and make appropriate referrals.
- Perform a variety of responsible work involving independent decision-making.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to student workers.

**CONTACTS:** Co-workers, counselors, interpreters, other departmental staff, student workers, students, parents, the general public, and external agencies.

**PHYSICAL EFFORT:**

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Dexterity in the use of fingers, limbs and body in the operation of office equipment.
- Travel between campuses.

**WORKING CONDITIONS:**

- Office environment.

## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday-Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: College level coursework or a degree **IS** required in the job announcement under "Education and Experience":
  - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
  - b. No copies of degree/diplomas will be accepted as proof of college education.
  - c. Official documents will be required if the candidate is offered the position.
  - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. **Do not** indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

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



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

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*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**