



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Counselor - 11 months

SALARY: \$62,957.94 - \$92,998.37 Annually

DEPARTMENT: Counseling & Matriculation

OPENING DATE: 09/02/21

CLOSING DATE: 09/20/21 11:59 PM

Placement on the applicable salary schedule is commensurate with education.

Spring 2022

Cover Letter, Resume, Transcripts for all Degrees, Two Letters of Recommendation

DESCRIPTION:

Full-time Counselor assignment in the Counseling and Matriculation division.

REPRESENTATIVE DUTIES:

- To provide academic advisement for students
- Create educational plans
- Assist students who wish to transfer, may be on academic probation or need to declare and academic major
- Assignment may include working during the day, evening or online

MINIMUM QUALIFICATIONS:

Required Minimum Qualifications: (Applicant must meet one of the following requirements)

- **Most current Minimum Qualifications for Faculty in California Community Colleges:**
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.

*(NOTE: A bachelor's degree in one of the listed degrees **and** a license as a Marriage and Family therapist (MFT) is an alternative qualification for this discipline per CCR*

- **Antelope Valley College Equivalency:** Equivalency not needed, per faculty division

AND a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (Assembly Bill 1725; Education Code 87360).

OTHER INFORMATION:

SUPPLEMENTAL INFORMATION

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
 - All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
 - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
 - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
 - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

If you have, any questions or concerns please feel free to contact the Human Resources Office.

EQUAL OPPORTUNITY EMPLOYER:

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.

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/>

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.avc.edu>

Position #RN21-06
COUNSELOR - 11 MONTHS
AP

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