Counselor – Tenure Track Position
(50% International Student Program and
50% General Counselor)
CR05-56

College Web Address: www.cabrillo.edu

Application Deadline: Thursday, March 9, 2006 by 4:00 p.m.

Starting Salary Range: $46,968 to $72,046 per year depending on education and experience; maximum salary step placement on the faculty salary schedule is step 9. Cabrillo College provides a doctoral stipend of $3,135 per year for eligible contract faculty.

Benefits: Cabrillo College provides a current benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Days per Year: Faculty enjoy a 175-day work schedule.

Beginning Date: Position scheduled to begin Fall semester 2006, pending funding and Governing Board ratification. Assignments may be at various campus locations; days, evenings, and/or weekends.

About Cabrillo College

Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 14,000 students. Cabrillo College transfers many of its students to three nearby universities – the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. Currently, facility planning and major construction is under way on campus for a new Student Services Complex, Arts Education facilities and a Health Care Education Center.

Faculty at Cabrillo College have a long history of shared governance and participation in all levels of decision-making at the college. To teach and counsel students at Cabrillo is an opportunity to learn, to collaborate, to create, and to make a difference in the lives of our students and our community.
About the Community

Santa Cruz County (population 260,372), is located on California’s Central Coast, 65 miles south of San Francisco and 35 miles north of Monterey. Santa Cruz County boasts a rich cultural life and numerous recreational opportunities. Residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland.

Approximately 32% of Cabrillo College students are from underrepresented populations, with 24% Hispanic or Latino. To increase outreach to this population, Cabrillo established a center in Watsonville, where Hispanics and Latinos are 75% of the population. This population is the fastest growing group in Santa Cruz County. The college is particularly interested in candidates who possess academic or life experiences that enhance teaching and counseling in a multicultural context.

Local cultural highlights include numerous performing arts events, and museums and galleries throughout the area which showcase the work of artists in every medium. A number of annual events celebrate the area’s ethnic and cultural diversity. For more information, visit the Santa Cruz County website at www.scccvc.org/places/county.html.

About the Division

The Cabrillo College Counseling Division is comprised of tenured counseling faculty dedicated to providing up-to-date information and counseling services to a diverse student population. Counselors are encouraged and expected to stay current with local occupational program changes as well as transfer requirements to four-year universities.

Position Description

International Student Program counseling responsibilities include but are not limited to:

- Coordinating and advising international students.
- Coordinating international student program office activities and budget; may oversee staff assigned to support program activities.
- Advising on immigration matters and serving as the Primary Designated School Official (PDSO) for F1 student visa purposes.
- Processing international student applications for admission, issuing I-20s, processing employment authorizations and transfers to and from other institutions through SEVIS.
- Advising international students on university admission procedures and requirements, TOEFL test and score interpretation.
- Evaluating domestic transcripts as well as the summary of translated foreign transcripts.
- Participate in long range program planning and ongoing program development.
- Developing recruitment and retention strategies and designing promotional materials.
- Participating in the recruitment and coordination of international student activities, performing related duties (including some travel) necessary to carry out the project; supporting the college matriculation program through orientations, student goal setting, educational planning, and ongoing academic counseling follow-up.
- Monitoring compliance with immigration requirements regarding SEVIS (Student and Exchange visitor Information System) reporting and monitoring of F1 students.
- Teaching counseling and guidance classes for international students.
- Assisting students with cross-cultural adjustment issues.

General counseling responsibilities include but are not limited to:
- Supporting the college matriculation program through orientations, student goal setting, educational planning, and ongoing academic counseling follow-up.
- Providing academic, career/vocational, and personal/social counseling and advisement to students.
- Providing transfer education counseling (a significant area of the counselor's duties).
- Teaching counseling and guidance classes and group counseling.
- Providing students with assistance in assessing their abilities, aptitude, interest, work values system, and personality patterns related to occupations and careers.
- Other professional assignments include attendance at faculty/college meetings, curriculum and program development, and related duties as required or assigned.

Qualifications

Required Education from a U.S. Department of Education recognized accredited organization:

*Master's Degree* in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development

**OR**

the Equivalent

**OR**

A lifetime California Community College Credential in counseling.

Note: (A license as a Marriage, Family and Child Counselor is an alternative qualification for this discipline).

Equivalency

*Candidates without the specified degrees listed above must complete and submit an Application for Equivalency Determination.* Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and application for equivalency forms may be obtained at [www.cabrillo.edu/services/hr/apps/index.html](http://www.cabrillo.edu/services/hr/apps/index.html).

*Note*: Graduate students currently working on a Master's degree are encouraged to apply, with the understanding that the degree **must** be completed and confirmed by July 1, 2006.
**Required Professional Expertise**
1. Knowledge of and commitment to counseling and teaching strategies and methods, which enhance student success at community colleges.
2. Effective oral and written communication skills.
3. Demonstrated ability to counsel students, teach the courses and effectively perform the duties described (demonstration will be part of interview).
4. Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
5. Ability to work cooperatively with others.

**Desired Qualifications/Performance Expectations:**
1. Bilingual in English and Spanish, or English and Japanese or English and other language(s).
2. Recent, successful counseling experience.
3. Knowledge of INS regulations, INS forms and procedures.
5. Knowledge of the transfer process of the UC/CSU and private university systems and how they differ.

**Selection Process**
A committee will review complete applications. Meeting minimum qualifications does not ensure an interview. Therefore, it is critical that candidates submit a detailed and complete application. The application will be used to assess each candidate’s qualifications and determine the possible match between qualifications and the assignment. A limited number of candidates will be invited for an interview slated for Spring 2006. Partial travel reimbursement may be available.

**How to Apply**
Application forms may be obtained through Cabrillo’s web site: www.cabrillo.edu/services/hr/apps/index.html OR from the address below:

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831)479-6217  
Fax: (831) 477-3545  
(E-mail transmittals and postmarks are not accepted)

To be considered, each candidate **MUST SUBMIT**:
1. Completed and signed Cabrillo College application.
2. Cover letter, which states how the candidate specifically meets the qualifications.
3. Job-related resume.
4. Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant):
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
   - Copy of Teaching Credential, front and back (if applicable).
5. Supplemental Application for Equivalency Determination and supporting documentation. (This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications OR possess and submit copy of a valid lifetime credential).

6. Three job-related letters of recommendation which address the candidate's ability to perform the duties of this position.

7. A brief (not to exceed two pages), clearly identified, separately attached statement outlining your concept of the community college philosophy and the role of the counselor in a community college.

8. Criminal History Inquiry Supplemental form.

If any of the required materials are not submitted with your application packet, your application will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted and cleared, provide current Tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline

All application materials MUST be received in the Human Resources Department by 4:00 p.m., Thursday, March 9, 2006. (E-mail transmissions and postmarks will NOT be accepted).


Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.