PALO VERDE COMMUNITY COLLEGE DISTRICT

One College Drive
Blythe CA 92225

Telephone: (760) 921-5500
Fax: (760) 922-0230

CORRESPONDENCE EDUCATION COUNSELOR/COORDINATOR

THE COLLEGE:
Palo Verde College is a publicly supported 2-year college located in the beautiful Southeastern California desert. Yearly enrollment is approximately 3,200 students (full and part-time).

POSITION:
Full-time/tenure track academic position – 212 days, 12 months.

NATURE OF THE ASSIGNMENT:
Under the direct supervision of the Chief Student Services Officer and the Chief Instructional Officer, the Counselor/Coordinator shall perform all regularly assigned guidance duties that include academic, career, and personal counseling. This assignment also includes components of the matriculation and transfer processes. Specific responsibilities include evaluating student transcripts, and assisting students with career decisions, educational planning, planning, transfer and appropriate course selection. Evening and some weekend work will be required as part of this position. The coordinator will work in an environment that requires the highest level of integrity, ethical practices, innovation, collegiality, teamwork, and adaptability to Palo Verde College's campus culture in support of student success.

Other responsibilities of this position may include, but are not limited to, teaching student development courses; performing outreach services to high schools and the community; serving as a liaison to instructional divisions; assisting with the development of counseling related publications; presenting workshops for special student populations, appropriately assisting in the development and implementation of special programs focusing on access and retention; participating in curriculum development for student development courses; and conducting student orientations.

This individual provides guidance and related services to meet the needs of prospective new and continuing students. This position includes serving students in Blythe, Needles, state prisons, as well as distance education students. Position may include evening and weekend assignments.

EXAMPLES OF DUTIES & RESPONSIBILITIES:
1. Coordinate all aspects of correspondence education.
2. Advise Instructional Services Manager in creation of course sections for correspondence courses.

3. Maintain a regular schedule of academic, career, and personal counseling for a diversified community college population and updates schedule with our SARS (Scheduling and Reporting System).
4. Provide matriculation services to credit and non credit students; this includes advising, orientation, mentoring and interpretation of assessment tests and application of other placement measures.
5. Maintain student educational plans for each student through the (advising computerized program) advising module and perform follow up counseling.
6. Meet with probationary and dismissed students to monitor progress regularly and to assist students in applying for reinstatement.
7. Provide liaison services between students, staff, and community agencies. Make appropriate referrals.
8. Coordinate daily operations of the Correspondence Education Office.
9. Attend professional development meetings with regional agencies, the Chancellor's Office, and other counseling related entities.
10. Serve as a recruiter and liaison within the district.
11. Extensive travel may be required to meet the needs of the Distance Education Program.
12. Participate in full-time staff responsibilities, including faculty, counseling, and student services meetings, and serve on various committees.
13. Develop and maintain technical skills with student services programs, including, but not limited to, SARS (scheduling computerized program) and the advising module.
14. Perform all other such duties as required or assigned to fulfill the responsibilities of the position.

MINIMUM QUALIFICATIONS:

1. Master's degree in counseling, rehabilitation counseling, clinical psychology, guidance counseling, educational counseling, social work, or career development OR equivalent, OR hold a valid California Community College Counselor Credential. (Note: A license as a Marriage, Family, and Child Counselor is an alternative qualification or this discipline, pursuant to Title 5 Section 53410.1)
2. Familiarity with a variety of career and personal assessment instruments.
3. Experience that indicates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.
4. Knowledge of transfer, vocational, and remedial programs.
5. Ability to qualify for State prison clearance.
6. Possession of a valid driver's license and maintaining a clear driving record (DMV printouts will be required).

PREFERRED QUALIFICATIONS:

- College teaching experience in career and student development courses;
- One year of full-time, or two years of part-time paid community college counseling experience with emphasis in educational planning;
- Experience in creating career and student development courses and course syllabi;
- Demonstrated proficiency in the use of career counseling computer programs such as Eureka, Discover, SIGI, etc.
- High degree of computer literacy and the ability to integrate computer technology in teaching, one-on-one and group counseling, orientations, and online counseling;

- Ability to administer and interpret aptitude, personality and career interest assessment instruments;
- Experience with or knowledge of articulation agreements and the curriculum development process;
- Expertise in the transfer process particularly in the use of UC Pathways, CSU Mentor, and ASSIST;
- Demonstrated experience with intervention programs or strategies for student success;
- Bilingual Spanish/English;
- Demonstrated knowledge of group dynamics and facilitation skills;
- Demonstrated experience in effectively working with students who are undecided/undeclared about majors and careers.

LOCATION:
Palo Verde College is located in the City of Blythe at one of the busiest entrance points to California. The college is located in a desert oasis adjacent to the beautiful Colorado River and the Palo Verde Valley. Blythe, and the fertile Palo Verde Valley, is primarily, a farming and ranching area. Boating, fishing and hunting attract many tourists. The Palo Verde Valley is centrally located between Phoenix and Los Angeles, Las Vegas and the Mexican border. The valley's great climate, with more than 350 days of sunshine and mild winters, attracts thousands of winter visitors every year.

SALARY AND CLASSIFICATION:
Classification: Certificated, full-time, 212 days/12 months. Position may require evening and weekend assignments.

Salary Range: $ 48,806 to $68,746 annually on 177 base days, prorated. Placement on the academic salary schedule will be determined by education and experience.