

COUNSELOR

Fulltime, Tenure Track, Fall 2012

Priority Application Date: February 16, 2012

Monterey Peninsula College believes in a close relationship among students, faculty, staff, and community. The District is strongly committed to achieving staff diversity and has made a commitment to the principles of equal opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants.

Position Definition:

The successful candidate will provide academic, career, and personal counseling to Monterey Peninsula College's diverse student population. Additionally, this individual will be responsible for teaching sections of Personal Development courses and providing intrusive counseling services to students with basic skills needs.

Assignments may include both day and evening hours at the Monterey campus or Marina Education Center.

As a fulltime faculty member in the Counseling Department, the successful candidate will also

- Assist students in planning immediate as well as long-range educational goals.
- Provide information related to career and transfer options.
- Assist students in the development of their Student Education Plans.
- Provide support and follow-up counseling designed to facilitate student success in college courses and programs.
- Provide referral to appropriate Student Services programs.
- Participate in group orientation/advising activities.
- Conduct classroom presentations.
- Support instructors who seek assistance for students.
- Serve as liaison with academic divisions/departments as directed by the Division Chair of Counseling.
- Prepare and maintain accurate counseling records using current technology, relay pertinent information to college personnel as needed, and respect the confidentiality of such records as required by law.
- Use and develop a variety of effective teaching and assessment methods including the use of computers and information technology to engage student interest and support a variety of learning styles.

- Use intrusive counseling strategies to improve student reflection
- Support instructional faculty with students who have basic skills needs
- Evaluate student work using clear criteria relevant to the course content and learning objectives.
- Maintain and submit accurate records according to published deadlines (i.e., grades, syllabi, census reports).
- Participate in planning the class schedule for Personal Development courses.
- Develop curriculum and participate in the program review processes.
- Engage in activities that enhance the department's rapport with area high schools, colleges and businesses.
- Participate in faculty recruitment.
- Hold required office hours and attend division/department meetings.
- Carry out collegial responsibilities including, but not limited to, institutional committee assignments, student recruitment and retention, and participation in shared governance committees and campus life activities.
- Communicate and work cooperatively with colleagues (within discipline and college-wide) on matters regarding course offerings, programs, and activities that would enhance the development of the department and college.
- Continue professional development and remain current in the field through course work, conferences, workshops, and other appropriate means.
- Perform duties described in Board policy, the Faculty Handbook, the MPCTA Contract, and as assigned at the Monterey campus, the Education Center at Marina, and/or other designated locations.

Minimum Qualifications:

1. 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**
2. A license as a Marriage and Family Therapist (MFT) **OR**
3. A California Community College Counseling Credential (valid for life) **OR**
4. The equivalent. To select outstanding faculty members from the largest possible pool of qualified applicants, Monterey Peninsula College recognizes that candidates may have attained expertise through a variety of means. Certain combinations of education, experience, and other accomplishments may be judged by the District as equivalent to the above qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to obtain and complete an **EQUIVALENCY APPLICATION** from the Human Resources Department and provide appropriate documentation of their qualifications;

AND

5. Commitment to community college goals/objectives of providing quality programs and services for culturally, socio-economically, ethnically, and academically diverse students and students with disabilities; personal qualities to work effectively and with sensitivity in a multicultural environment; awareness of and commitment to the needs of non-traditional and/or re-entry students with diverse abilities and interests.

Personal and Professional Qualities:

1. Knowledge of and commitment to community college counseling and teaching;

2. Excellent interpersonal skills;
3. Ability to work with community groups and campus organizations;
4. Effective oral and written communication skills;
5. Ability to meet the needs of community college learners with diverse backgrounds and a wide range of skills and goals.

Desirable Qualifications:

1. Experience with or ability to perform counseling services at the community college level;
2. Experience with or ability to teach Personal Development courses at the community college level;
3. Experience with or ability to provide intrusive counseling services to students with basic skills needs;
4. Experience with or ability to conduct classroom presentations;
5. Experience with or ability to provide counseling services to non-native speakers of English;
6. Willingness and ability to work cooperatively with colleagues on matters regarding course offerings, programs, and activities that would promote counseling services.

Anticipated Starting Compensation

Starting at \$50,921-69,050 annually, based on documented education and experience. In addition to the base salary, the successful candidate can also earn a Doctoral stipend of \$2,850 or a multiple Masters' stipend of \$2,021, if applicable. In addition, the District provides an excellent fringe benefits package, including paid medical and dental coverage for employees and dependents, and a vision plan, life insurance and long-term disability benefits for the employee only. Retirement is the State Teachers' Retirement System. Participation in tax deferred plans is available.

Assignment & Anticipated Start Date

The assigned work year is 175.5 days per academic year, plus two extra weeks. The assignment will include a minimum of 35 scheduled student contact hours per week. When teaching is assigned, release time will be granted proportionately. The selected candidate will begin in August 2012 at a date to be arranged.

Application Deadline

The position is open until filled; however, to be assured full consideration, completed application packets should be in the Human Resources office by 5:00 pm, February 16, 2012. Application materials must be mailed, hand delivered or e-mailed. E-mails must be followed by signed original documents as soon as possible. Fax applications will not be accepted. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed. Monterey Peninsula College reserves the right to close, continue, cancel, postpone or restart the recruitment at any time.

Application Procedures

To be considered for review, applicants must submit the following application materials:

1. Completed District Application including the Diversity Statement;
2. Cover letter addressing the listed desirable qualifications and personal and professional qualities;
3. Résumé or Curriculum Vitae;

4. Copies of transcripts from accredited colleges of Bachelor's degree and all advanced degrees and coursework. Foreign transcripts must be evaluated by the American Association of Collegiate Registrars and Admissions Officers (<http://www.aacrao.org/>) at the applicant's expense;
5. Supplemental Application – Minimum Qualifications (attached)
6. Three (3) current letters of recommendation relevant to your application;
7. ESSAY (limited to 2, double spaced pages) on the following topics:
 - a) Describe your experience in working with student groups such as basic skills, veterans, re-entry or any other selected group of students.
 - b) Describe your experience with planning and conducting classroom presentations.
 - c) Describe your experience teaching personal development, counseling, or guidance courses. If no experience, please describe how you would prepare yourself to teach these courses.

Only items listed above will be reviewed by the screening committee. MPC appreciates receiving your materials in the above order (if submitting in hard copy) and with clearly labeled components.

Application forms may be obtained from www.mpc.edu or from the Human Resources Department by calling (831) 646-4016.

Send all application materials to:

Kali F. Viker, M.S.
Human Resources Department
Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940
Telephone: (831) 646-3038
Text Teletype: (831) 645-1319
E-mail: KViker@mpc.edu

Applications are accepted by mail, in person or email. Faxed applications are not accepted.

Applicants selected for interview will be notified by phone approximately 2-4 weeks following the application deadline. All other applicants will be notified by mail. Initial, on-campus interviews are tentatively scheduled the week of April 12, 2012. Travel expenses are the sole responsibility of the applicant. Selected finalists will have second round interviews with the President and Vice President. These final interviews are generally conducted via SKYPE. Positions are subject to adequate funding and MPC reserves the right to close, continue, cancel, postpone or restart the recruitment at any time. MPC regrets that relocation assistance is not available.

Conditions of Employment

Offers of employment are contingent upon Governing Board approval. Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Monterey Peninsula College does not sponsor H1B visas. Employees must sign the Oath or Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance.

ABOUT THE COLLEGE

MPC was founded in 1947 and annually enrolls approximately 8,500 fulltime equivalent students. The campus is located on 98 acres of prime land within the city of Monterey overlooking the Monterey Bay. In addition to the Monterey campus, MPC operates the Education Center at Marina and the Public Safety Training Center at Seaside. The campus is undergoing a 12 to 15 year, \$200 million facility renovation, primarily funded by a \$145 million local bond measure, passed in 2002. The District maintains a Board required 10% financial reserve and has a well-established resource and allocation planning process through the shared governance structure.

Accreditation reports single out MPC's faculty for their commitment and excellence. Staff and faculty take pride in the college's friendly, student-oriented atmosphere and its comprehensive curriculum. MPC is recognized as a cultural center for the entire Peninsula and offers a new Library and Technology Center to its students and community.

MPC recently underwent a reaffirmation of accreditation. The Institutional Self Study in Support of Reaffirmation of Accreditation report, completed in fall 2009, the self study addendum, MPC Education Center at Marina Substantive Change Proposal and the Accreditation Team Report of March 2010 are all available for review:

<http://www.mpc.edu/information/accreditation/Pages/default.aspx>

For information about course offerings, please see the Monterey Peninsula College catalog and class schedules: <http://www.mpc.edu/classes/Pages/default.aspx>. Please click on "Class Finder" if you wish to obtain course outlines for any of our offerings.

For a history of the development of the Education Center at Marina, please see:

<http://www.mpc.edu/EdCenterMarina/Pages/default.aspx>

For Institutional Research: <http://www.mpc.edu/institutionalresearch/Pages/default.aspx>

The Monterey Peninsula

The Monterey Peninsula lies approximately 120 miles south of San Francisco where Monterey Bay and sheltering hills produce a gentle climate year round. Residents and visitors enjoy the scenic natural environment and a variety of small, distinctive communities: Pacific Grove, Monterey, Seaside, Marina, Carmel, Carmel Valley, and Pebble Beach. MPC faculty and students also benefit from close proximity to the Defense Language Institute, the Naval Postgraduate School, the Monterey Institute for International Studies, and the California State University Monterey Bay. Consequently, the peninsula's population is both ethnically diverse and cosmopolitan.

Applicants who are protected under the Americans with Disabilities Act and who, due to a disability, require accommodations for completing the application process, testing (if required for the position), or the interview, should notify the Human Resources Office 10 working days before the accommodation is required.

Monterey Peninsula College

SUPPLEMENTAL APPLICATION
Minimum Qualifications
for the position of
COUNSELOR

Closing Date: **February 16, 2011**

NAME (Please print) _____

INSTRUCTIONS: All applicants shall complete and submit this form in addition to the regular District employment application. The Supplemental Application consists of this instruction sheet verifying minimum qualifications (or requesting equivalency). Attach these instructions, minimum qualification verification to the District employment application.

Note: References to résumés and material other than additional sheets required to complete this form are not acceptable. This form may be accessed via the District's Web site at www.mpc.edu under the Employment tab.

FOREIGN DEGREES: *If you have a degree from a college or university outside the United States you must have your coursework evaluated by the American Association of Collegiate Registrars and Admissions Officers (<http://www.aacrao.org/>). A copy of the professional evaluation must be submitted with the application packet.*

I. MINIMUM QUALIFICATIONS (Must meet a, b, OR c.) (Otherwise, please see II. Equivalency below.)

a. Do you possess a Master's degree from a regionally accredited institution 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?
Yes _____ No _____

OR

b. A license as a Marriage and Family Therapist (MFT)
Yes _____ No _____

OR

c. Do you possess a California Community College Instructor Credential (valid for life) in Counseling?
Yes _____ No _____

II. EQUIVALENCY (if applicable)

If you do **not** meet one of the above requirements, do you possess minimum qualifications that you believe to be the equivalent and do you request that your enclosed evidence be evaluated?

Yes _____ No _____

Note: Equivalency determinations are based solely upon a review of the individual's application materials and a completed Equivalency to Minimum Qualification Request with required documentation. Individuals claiming that they possess equivalent minimum qualifications should complete the Equivalency to Minimum Qualification Request Form attaching supporting documentation. Failure to do so may result in disqualification. Forms are available with the job announcement under the Employment tab on the MPC website, www.mpc.edu or by contacting the Human Resources Department at (831) 646-4016.

Signature

Date