



GAVILAN COLLEGE

Human Resources
5055 Santa Teresa Blvd
Gilroy, CA 95020
Phone: (408) 852-2823 Fax: (408) 846-4944

General Counselor

PART-TIME INSTRUCTOR

(PART-TIME NOT TO EXCEED 67% OF A FULL-TIME LOAD)

Part-Time Faculty Salary Schedule

*Salary placement determined by documented education and experience

Open Until Filled

DEPARTMENT:

General Counseling - Contact: Dean, Counseling, Student Success and Equity, Diego Espinoza at despinoza@gavilan.edu

ABOUT GAVILAN:

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; in 2020-21, we awarded more than 600 Associate Degrees and more than 797 career education certificates.

Gavilan College, a Hispanic Serving Institution with a 58% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity, and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

THE POSITION:

Are you interested in creating an exceptional educational environment for students who are part of a dynamic, inclusive community? If you see yourself as an educator who empowers students of diverse backgrounds to

reach their potential, we invite you to apply for this position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for students to break barriers and thrive as scholars and community members.

- This position requires development and review of curriculum, as well as, assessment of student learning.
- The teaching assignment may require teaching lecture-discussion courses during day, evening, or on Saturday and/or in an on-line/distance education format.
- The assignments are based on departmental need on a semester-by-semester basis.
- This position is represented by the Gavilan College Faculty Association.

***SALARY**

The starting credit part-time faculty rate ranges from \$74.69 - \$100.11 per hour-Lecture and \$65.21 to \$74.98 per hour-Lab. Salary placement is determined by documented education and experience; maximum initial salary step placement on the part-time salary schedule is Step 3.

IDEAL CANDIDATE:

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating a commitment to an environment where all students achieve their goals and have access to equitable resources and opportunities.

The ideal candidate for this position is an equity-minded individual who understands the importance of creating opportunities for students who have been historically underserved, particularly in the Latinx community. Gavilan seeks candidates who view the elimination of inequities as an individual and collective responsibility and who strive to reframe inequities as a problem of practice. The ideal candidate demonstrates a commitment to student-centered counseling practices, effective cross campus collaboration, transparent decision-making, and purposeful service to the community and embraces the role of an educator who is continually learning anti-racist pedagogy and adapting to the needs of a diverse student population.

DUTIES AND RESPONSIBILITIES:

- Provide academic, career, transfer, and personal counseling to all students at Gavilan College.
- Provide comprehensive counseling services to students including academic, career and personal counseling on a drop-in and appointment basis both day and evening.
- Provide group counseling sessions, orientations, workshops, and other activities to support students getting information and support related to college success.
- Assist students to understand educational options, clarify educational goals, engage in educational and career planning, participate in the development of Student Educational Plans (SEPs) and course selection.
- Participate in the implementation of transfer and matriculation activities at the college.
- Provide intervention and follow-up services to students on probation and dismissal status.
- Utilize and keep abreast of advanced counseling methods and student development theories which include integrating technology to support student learning and career objectives.

- Participate in meetings, conferences, trainings, and other professional development activities to maintain the expertise required to provide accurate and reliable information and support for students seeking to complete a certificate, associate degree, or transfer.
- Provide counseling support such as development of comprehensive educational plans, monitoring and updating student progress on the educational plans and providing intervention services.
- Analyze students' education plans and ensure that eligible students apply for transfer agreements to four-year universities. Assist the student with completing transfer agreements and advise students in taking courses to meet the eligibility for transfer agreements to help ensure transfer success.
- Coordinate with the campus matriculation and articulation officers and transfer center directors to facilitate transfer.
- Serve as an advocate for students.
- Attend monthly department meetings and periodic division meetings.
- Contribute to department and campus-wide student success initiatives.
- Participate in campus shared governance.
- Participate in ongoing professional learning, particularly around anti-racism, diversity, equity, and inclusion.
- Adhere to department, division, and campus policies and procedures for faculty employees.
- Other duties as assigned.

REQUIREMENTS:

- Master's counseling, rehabilitation counseling, clinical 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.)

Foreign Degree Holders: Please see the Required Application Documents section below for important information regarding the evaluation of your foreign degrees.

FOREIGN DEGREE HOLDERS

For positions requiring a degree, all foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major, and the Foreign Credential Evaluation must be attached to your application before your application will be considered. Not attaching your Foreign Credential Evaluation will render your application incomplete. Evaluations should provide the name of the institution attended, a description of your credentials, the major field of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#). Note: Even if you obtained your graduate degree(s) in the U.S., you must attach a Foreign Credential Evaluation for your undergraduate degree if it was obtained outside the U.S.

HOW TO APPLY

If you are interested in this part-time position and meet the minimum qualifications, please submit the following items directly through the CCC Registry Website:

- Apply at: www.ccregistry.org
- The following items must be received by CCC Registry:
 1. CCC Registry online application (All sections required to be filled out)
 2. Cover letter indicating why you are interested in the position (required)
 3. Current resume (required)
 4. Unofficial transcripts (required - official transcripts will be required if hired for the position)
- Applicants who do not meet minimum qualifications must submit Supplemental Application for Equivalency (http://www.gavilan.edu/jobs/apps/Supp_App_Equiv_Det.pdf)

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please contact the CCC Registry directly at registry@yosemite.edu or call (800) 245-4157

PLEASE NOTE: Gavilan College Open Until Filled part-time faculty positions are open to applications on a continuous basis. Although there may not be any current openings, applications will remain on file until hiring.

NON-DISCRIMINATION

Gavilan College is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. If you have a verifiable disability and require accommodation to complete an application please contact the Human Resources Office at (408)852-2823.