

BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

POSITION: EOPS COUNSELOR

POSITION SUMMARY

Under the general supervision of the Director of Special Programs & Services, the EOPS Counselor will provide academic, career, and personal counseling to prospective new and continuing students at our on/off campus sites with particular emphasis to EOPS eligible students.

DUTIES AND REPONSIBILITIES

- Provides counseling and other related services to students including but not limited to: registration, advisement; articulation, counseling, orientation, recruitment and outreach activities, development of student educational plans, conducting group counseling, assisting students with transfer procedures, interpreting career assessments, teaching orientation courses, and follow up counseling services.
- Performs other counseling related duties as assigned to meet the mission of EOPS which is “above and beyond” services.
- Interprets assessment test for placement recommendations.
- Utilizes computer technology as a tool in delivering counseling/advisement services.
- Outreach liaison to local high schools and community agencies.
- Prepare and present information and materials during classrooms presentations.
- Performs Special Topics workshop for students including but not limited to:
 - Probation workshops
 - Time Management
 - Goals and Objectives
 - Cross Cultural Communication
 - Team Building
 - Conflict Resolution
- Serve on college committees as assigned.
- Represent EOPS in off-campus meetings as assigned.
- Performs other responsibilities as assigned by the Director of Special Programs & Services to fulfill the programmatic needs of EOPS.

MINIMUM QUALIFICATIONS

- Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development; OR the equivalent.
- Must have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages; OR
- Must have completed a minimum of six semester units or equivalent of a college level counseling practicum or counseling field-work course in a community college EOPS Program, or in a program dealing predominately with ethnic minorities or person handicapped by language, social, or economic disadvantages: AND

In addition, an EOPS counselor hired after October 24, 1987 shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages.

- Knowledge of issues related to student development.
- Experience in group counseling techniques.
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.
- Counseling and Teaching experience.

PREFERRED

- Experience with retention strategies/programs.
- Bilingual (English/Spanish).
- Experience counseling military personnel.

KNOWLEDGE OF

- Exemplary guidance and counseling practices.
- Extended Opportunity Programs & Services and Cooperative Agencies Resources for Education (CARE).
- Transcript and military evaluations.

- Teaching-learning process.
- Financial Aid Programs.
- Labor market and career opportunities pertaining to students

CONDITIONS OF EMPLOYMENT

- This is a full-time, categorical funded tenured-track position. Placement on the Certificated Salary Schedule is commensurate with education and experience. Counselors are assigned 40 hours per week of regular duties. Contract is based on a 195-day assignment plus an additional 18 days as prescribed by the District.

Board approved: 01/29/04