



RENTON TECHNICAL COLLEGE
invites applications for the position of:
**Academic / Career Counselor, Workforce
Education (Faculty, Non-tenured) - 2
positions**

SALARY: \$59,895.60 - \$71,874.72 Annually

OPENING DATE: 03/09/18

CLOSING DATE: 04/01/18 11:59 PM

POSITION:

Renton Technical College, located southeast of Seattle, has provided quality education in a variety of occupations for over 75 years. Our apprenticeship, professional-technical certificate, and degree programs offer entry and mid-level training in the areas of allied health, trades and industry, culinary, business, technology, automotive, and general education. Our outstanding basic studies program, with classes in adult basic education, English as a second language, and GED preparation, is available to those who need additional preparation prior to entering a training program and for those who simply wish to improve their math and English skills. As an Achieving the Dream Leader College and an Aspen Institute top 10 finalist for the Aspen Prize for Community College Excellence, RTC is also proud to be a Military Friendly School, serving those who chose to serve.

Reporting directly to the Dean of Student Success, this position provides high-touch academic and career counseling, and assistance in establishing and maintaining eligibility for workforce funding and federal financial aid to students from a wide variety of cultural, ethnic, and socio-economic backgrounds. This position focuses on services to Worker Retraining, BFET, Opportunity Grant, and WorkFirst students; unemployed individuals needing to upgrade skills or train in a new career, displaced homemakers, veterans, low-income individuals, and those receiving food benefits. Other professional responsibilities include recruiting; coordinating services with government agencies and community-based organizations; consulting with faculty, staff, and administrators on issues related to student access and success. This position is a high student and faculty contact position.

This full-time, non-tenured faculty position (*soft money funded*) is contracted for 213 days per fiscal year. This position is scheduled to begin upon selection. We are currently hiring for 2 open positions.

Renton Technical College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its professional staff. The students that we serve come from a variety of backgrounds and are almost 60% of color. We strongly encourage members of underrepresented groups, veterans, and bi- or multi-lingual individuals to apply for this position to help meet the needs of our diverse students and service district.

KEY RESPONSIBILITIES INCLUDE:

- Provide leadership in working to improve access and successful educational outcomes for underrepresented student populations.
- Provide effective career and academic counseling to current/potential Worker Retraining, BFET, Opportunity Grant, and WorkFirst students.
- Assist students with admission into college programs.
- Consult with Enrollment Services, Financial Aid and other student support services to resolve admission, registration, and graduation problems for the college's population.
- Administer and interpret achievement and counseling-related tests and inventories.
- Utilize student records to track academic progress (e.g. Academic Alert and Financial Aid Petition process); recommend courses of action for student to address academic progress/difficulties.
- Assist individuals with completing application for Commissioner Approved Training and other agency related paperwork.

- Understand campus and community resources and serve as referral agent for students needing academic and personal assistance.
- Collaborate with Enrollment Services to ensure correct coding of students and compliance with agency reporting requirements.
- Collaborate with Financial Aid, the Bookstore, and the Business Office to process Worker Retraining, BFET & Training Completion.
- Communicate professionally and effectively, both orally and in writing, with students, college employees, departments and outside agencies.
- Collaborate with the Director of Workforce Education to assist with reports and billing to SBCTC and DSHS.
- Coordinate college Worker Retraining presentations at WorkSource Centers; develop and conduct workshops, seminars, and presentations to support the needs of a diverse student population.
- Represent the college at quarterly King County, WorkSource, and Worker Retraining/BFET meetings.
- Participate in career fairs, job fairs, graduation, and other activities that promote the college throughout the community.
- Support the college's mission by creating a learning environment of mutual respect and fairness, while encouraging creative and critical thinking through an equity lens.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated multicultural competence and participation in institutional programs with persons from diverse backgrounds such as sexual orientation, racial, ethnic, religious, linguistic, gender, age, socio-economic, physical and learning abilities, and a commitment to diverse, inclusive and equitable working and learning environments.
- Master's degree in relevant area of study or, Bachelor's degree in relevant area of study with equivalent professional experience.
- Demonstrated understanding of, and direct experience with, Workforce Education programs and funding systems (i.e. eJAS) and with Washington State Workforce systems (including colleges, agencies, and community-based organizations).
- Ability to work effectively with individuals whose first language is not English.
- Excellent interpersonal, oral and written communication skills using the English language.
- Demonstrated successful advising experience with a multi-cultural adult population, applying student development theory and advising strategies.
- Ability to maintain confidentiality, think critically and exercise independent judgment.
- Proficiency with Microsoft Office 2010, specifically experience creating & editing documents, spreadsheet and presentations. Previous success learning and using new computer software programs / platforms and databases.
- Ability to work effectively as part of an inclusive team.
- Demonstrated attention to detail required as well as previous experience maintaining accurate records, managing multiple tasks and planning and organizing work in order to meet changing priorities and deadlines.
- Knowledge of, understanding of and commitment to the philosophy of the technical college.
- Teaching or experience giving presentations at the college level.
- Knowledge and competence in the application of student development theory and advising strategies.
- Ability to represent the college in a positive and professional manner, while using tact, discretion and courtesy.
- Ability to speak a regionally top spoken language other than English is preferred (Spanish, Vietnamese, Russian, Somali, Chinese).

CONDITIONS OF EMPLOYMENT:

The person hired must provide authorization for employment in the United States. This person is required to become a member of the union, Renton Federation of Teachers, or pay a representation fee within thirty calendar days after employment begins.

All offers of employment are subject to background checks. Post offer, pre hire background checks including criminal record, history may be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the

applicant's suitability and competence to perform in the position.

For questions regarding this position contact nmedbury@rtc.edu or 425-235-2296

EEO STATEMENT:

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. The following college official has been designated to handle inquiries regarding the nondiscrimination policies: Title IX / EEO Coordinator, Executive Director of Human Resources 3000 NE 4th Street Renton, WA 98056 (425)235-7873, titleix@rtc.edu. *Jeanne Clery statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Renton Technical College reports the mandate information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Renton Technical College's Annual Safety and Fire Report is available online at: <http://www.rtc.edu/clery-act>.*

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.RTC.edu>

3000 NE 4th Street
Renton, WA 98056
425 235 2296

hmail@rtc.edu

Position #18-R0002
ACADEMIC / CAREER COUNSELOR, WORKFORCE
EDUCATION (FACULTY, NON-TENURED) - 2 POSITIONS
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