



GRAYS HARBOR COLLEGE
invites applications for the position of:

Counselor

Full-Time, Tenure Track

OPENING DATE: 2/24/20

CLOSING DATE: Guaranteed consideration of applications received by 03/13/2020

DESCRIPTION:

Grays Harbor College invites applications for an experienced and highly skilled professional college counselor. The person in this position will provide support to a diverse population of prospective and enrolled students in developing and achieving their educational and career goals by providing career exploration, personal counseling, academic advising and college success and life skills instruction.

This position is full-time, tenure track. The anticipated start date is Fall Quarter, 2020. There is a possibility of part-time hourly work prior to that date based on applicant availability. The placement on the salary schedule for 175 Day Contract will be determined by education and experience at the time of hire. The 175 Day Salary Schedule can be viewed at <https://www.ghc.edu/hr/labor-relations>. The benefits package includes a medical, dental, and vision plan, and employee/employer participation in an excellent retirement plan.

GHC has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.

GHC is the community college that serves both Grays Harbor and Pacific counties on the Pacific coast of Washington. The main campus is in Aberdeen, with centers in Raymond and Ilwaco, and 25-30% of our students studying online. Located at the base of the beautiful Olympic Peninsula, we are less than an hour away from scenic Pacific Ocean beaches, and not far from both Olympic and Rainier National Parks. Grays Harbor provides the perfect landscape to enjoy the abundance of excellent outdoor activities such as camping, hiking, biking, fishing, clam digging, surfing, boating, and various kayak/canoe paddling opportunities. Both the college and the community contribute to a thriving local arts scene: visual art, music, and live theater.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides academic support services and personal counseling to students and prospective students.
- Supports student academic success as a generalist counselor through academic and transfer advising, educational planning, and clarification of educational, career, and life goals.
- Supports student retention and success through short-term mental health, adjustment, and relational counseling. Provides crisis intervention counseling when appropriate. Maintains a current list of referral sources for use when on-site counseling is inappropriate.
- Provide crisis intervention, support, and resource referral for critical incidents or individual clinical emergencies.
- Serve as Title IX advocate for students.
- Serve as a member of the college's behavioral intervention team, assisting with behavioral and conduct-related cases.
- Administer and interpret career assessments

- Serves as liaison between the counseling department and program instructional faculty. Also liaises with program Advisory Committees when appropriate.
- Adhere to American Counseling Association and state of Washington ethical and legal standards.
- Assist in the course design, development and delivery of mental health, life skills, career and student success programming on campus (i.e. courses or workshops).
- Support student access, retention, success, equity and diversity in support of the mission, vision and strategic priorities of the college.
- Provides counsel to students in the areas of learning, test-taking, and study skills.
- Attends all division, department, general faculty meetings and trainings; serves on college committees, and performs other activities within the scope of the position.
- Provide excellent customer service to students, potential students, campus partners, and community partners.
- Assist students with assessment scores and placement, review unofficial transcripts, and discuss basic financial aid information and other funding options.
- Lead and/or participate in individual and group advising sessions and workshops.
- Develop and maintain student records and reports as required by the college and other agencies.
- Collect, prepare, and report data via college and agency reporting systems.
- Complies with state and federal law applicable to professional duties and responsibilities; Follows established procedures in areas such as printing, turning in grades, bookstore orders, office support, student financial aid requirements, safety regulations and related administrative processes.
- In addition, counselors may:
 - Develop and deliver courses in college orientation/success and career planning utilizing appropriate pedagogy and technology that facilitates student learning and success.
 - Supervise paraprofessional employees or direct the work of assigned work-study students.
 - Advise student clubs or associations.
 - Participate in student recruitment activities

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED QUALIFICATIONS

- Master's degree in counseling, counseling psychology, social work, or closely related field.
- Professional (i.e. post master's degree) work experience in a counseling role.
- Possession of or ability to obtain an appropriate valid counseling credential for the state of Washington.
- Understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.
- Demonstrated ability to maintain and manage confidential information and records.

DESIRED QUALIFICATIONS

- Licensed or eligible to be licensed as a licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapist (LMFT), or licensed Independent Clinical Social Worker (LICSW) in the State of Washington.
- Two years of experience in a professional counseling role.
- Experience in clinical crisis management.
- Experience working with articulation agreements and transfer pathways.
- Experience in administering and interpreting educational assessment and career guidance instruments.
- Minimum of two years of experience in educational and/or career counseling, preferably in a community college setting.
- ctCLink (Peoplesoft software) experience.
- Bilingual (Spanish).
- One year of human development/life skills instructional experience.

DESIRED CHARACTERISTICS

- Excellent communication skills.
- Learner centered service-oriented philosophy.
- Demonstrated ability to work effectively across gender, ethnic and cultural lines.
- Ability to operate flexibly and prioritize competing demands while maintaining a positive demeanor.
- Attention to detail and strong organizational skills.
- Computer proficiency in Outlook and Word and a willingness to provide services utilizing computer-based technology.

SUPPLEMENTAL INFORMATION:

Applications received by 3/13/2020 will receive first consideration. In addition to the GHC online Application you will need to submit the following materials. Incomplete applications will not be accepted or considered.

- Letter of application addressing your qualifications for the position.
- Resume
- Statement describing your counseling philosophy as it relates to serving students in higher education.
- Essay question - *Please address your understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.*
- Contact information for 3 professional references.
- Transcripts of all college work completed. Unofficial copies are acceptable, official copies will be required at time of hire.

PROCESS NOTE: Prior to a new hire, a background check including criminal record history will 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.

Grays Harbor College is firmly committed to providing an environment that provides fair and equal treatment in public employment and equal access to its programs and services. This shall be provided to all persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, genetics or veteran status. In accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. TTY-TTD 360-538-4223

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/ghc/default.cfm>

Position #00448
COUNSELOR - FULL-TIME, TENURE TRACK
LK

1620 Edward P. Smith Drive
Aberdeen, WA 98520
(360) 538-4257

HR@ghc.edu
