

Name \_\_\_\_\_

**Los Angeles Mission College  
Career Guidance Counselor Assistant**

Los Angeles Mission College is looking to hire up to 5 Career Guidance Counselor Assistants for the 2018-2019 school year in several areas including Career Center, Transfer Center, STEM Program, and METAS (first year experience program). Please review the following job descriptions

**CAREER CENTER**

The objective of the Career Center is to provide students with career and job guidance and to assist students who are undecided about their major. The career center provides workshops on major and career exploration that includes taking career assessment tests as well as workshops in: Resume Writing, Interview Skills, and Networking & Linked-In. We provide career resources and websites that provide information about career/occupational descriptions, salary, preparation required, employment projection, etc. We assist students with creating resumes, cover letters, and preparing for job interviews. We refer students to register for our on-line job board--College Central Network (Eagle Jobs) for employment, internship, and volunteer opportunities. The Career Center provides students with support to help them achieve their goal of earning certificates, graduate with an associate degree, or transfer to a four-year university.

**Job Description:**

The CGCA performs a variety of paraprofessional counseling duties such as: answering and routing questions at a walk-in counter, administer career assessment tests for determining interests, values, goals, personality, abilities and achievement, and peer counseling in a career counseling office. Successful candidates will have strong listening, organizational, presentation, and research skills. The incumbents must also have initiative, motivation, and a strong desire to help students explore and discover their academic, career and major options. Applicants must be able to work with frequent interruptions in a fast-paced, high-volume office and have the ability to multi-task and be student friendly. Under the supervision of the Career Counselor, the CGCA will support the counselor in monitoring, guiding, and mentoring students. The responsibilities of the CGCA include the following:

- Manage College Central Network (CCN) an on-line job board system
- Communicate and provide follow up to students
- Collect information and maintain database of students
- Assist in coordinating developing and facilitating workshops and campus events
- Collaborate with Student Services and represent career center in campus community events
- Promote career center program and services through classroom presentations and campus tabling
- Participate in weekly meetings/ and or trainings
- Take part in professional development opportunities, such as but not limited to Career, CSU and UC transfer conferences
- Office functions including: greeting students to center while wait for counselor appointment, scheduling student appointments, answer phones
- Assist career counselor with special projects, career fair, major fair, job fair, etc.
- Develop and create flyers, handouts, literature related to careers/majors

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- Assist students with career assessments, career and major exploration, creating resumes, cover letters, and mock interviews
- Provide students with general course and registration information
- Other office duties assigned

### **TITLE V METAS PROGRAM**

METAS (Mission's Excellence towards the Advancement of Students) is a Title V student success program for incoming first year college students aimed at assisting them in their journey toward transferring to a four-year university and completing their educational goals. We serve our students from the moment they begin their first year until the time they transfer and/or obtain their degree.

Successful candidates will have strong listening, organizational, presentation, and research skills. This position relies on the candidate's ability to connect with students and establish strong rapport. Additionally we are seeking a candidate who is committed to the position as it is important for the student population that we serve to experience a sense of consistency due to the frequency of interactions between the students and our staff. Applicants must be able to work with frequent interruptions in a fast-paced, high-volume office. Under the supervision of the METAS counselor, the CGCA will support the counselor in monitoring, guiding, and mentoring METAS students. The responsibilities of the CGCA include the following:

- Communicate and provide follow-up with METAS students
- Collect information and maintain database of contacts
- Assist in coordinating developing and facilitate Success workshops on Time Management, Study Skills, and Stress Management, among other topics
- Participate in weekly office meetings/ and or trainings
- Take part in professional development opportunities, such as but not limited to CSU and UC transfer conferences
- Assist office staff with scheduling appointments
- Provide students with general course and registration information
- Other office duties assigned

### **STEM PROGRAM**

The objective of the STEM program is to provide students interested in Science, Technology, Engineering & Math majors with support to help achieve their goal to graduate with an associate degree, transfer to a four-year university, or prepare for graduate school.

#### **Job Description**

Successful candidates will have strong listening, organizational, presentation, and research skills. The incumbents must also have initiative, motivation, and a strong desire to help students explore and discover their academic and career options. Applicants must be able to work with frequent interruptions in a fast-paced, high-volume office. Under the supervision of the STEM counselor, the CGCA will support

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the counselor in monitoring, guiding, and mentoring STEM students. The responsibilities of the CGCA include the following:

- Communicate and provide follow up to STEM students
- Collect information and maintain database of STEM students
- Assist in coordinating developing and facilitate STEM program workshops
- Collaborate with Student Services and represent STEM program in campus community events
- Promote STEM program and services through classroom presentations and campus tabling
- Participate in weekly STEM meetings/ and or trainings
- Take part in professional development opportunities, such as but not limited to CSU and UC transfer conferences
- Assist office staff with scheduling appointments
- Greet students into the STEM center as they wait for STEM counselor appointment
- Provide students with general course and registration information
- Other office duties assigned

## **TRANSFER CENTER**

### **Job Description**

The Career Guidance Counseling Assistant (CGCA) plays a critical role in the daily functioning of the Transfer Center. This unique position allows graduate students hands on experience in the areas of academic counseling. The role of the CGCA includes working with students directly, as well as assist in the overall running of the center. The CGCA position is minimum 15 hour per week. CGCA's report directly to the Transfer Counselor/Coordinator.

### **Duties and Responsibilities**

- Advise students on the transfer process
- Assist students individually with transfer research
- Facilitate workshops on transfer (ie. Common Application, CSU Application, Transfer 101, UC Application)
- Conduct classroom presentations
- Assist in the scheduling of representatives from different colleges and universities
- Help students navigate Transfer Center resources and materials (including computer websites, software programs, and more)
- Participate in completing daily, weekly, and monthly office-related tasks related to assisting students, planning and marketing workshops and events, and student contact documentation
- Attend Transfer Center meetings
- Other duties as assigned

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**Requirements:**

- Must be enrolled full-time as graduate student in accredited Master's degree program in counseling, rehabilitation counseling, clinical psychology, guidance counseling, educational counseling, social work (MSW) or career development, or related field
- Be available to work 20 hours per week, between the hours of 9 am – 5 pm, may include some evenings
- Completed Counseling Theory, Student Development Theory, and/or Career Counseling Theories preferred but not required
- Must be skilled with using MS Word, Excel, PowerPoint and other technology
- Must be able to commit for the Los Angeles Mission College 2018-2019 Academic Year

**Compensation:**

This is a temporary paid internship and position is contingent upon funding, \$20.19/ hour

**Application Process:**

Interested applicants should email [panaj@lamission.edu](mailto:panaj@lamission.edu) with the following materials:

1. Cover Letter
2. Resume with a list of 3 references with contact information
3. Copy of Unofficial Transcripts (Official transcripts will be required if hired)
4. Summer & Fall 2018 schedule of availability (attached doc)

**Deadline:**

Apply by Friday, March 2<sup>nd</sup>. Review of applications will begin immediately. Qualified candidates will be contacted for an interview. Potential start date for this position is June 2018.

Please direct any inquiries to  
Angela J. Pan, M.Ed.  
STEM Counselor  
Los Angeles Mission College  
[panaj@lamission.edu](mailto:panaj@lamission.edu)  
818.364.7723

Name\_\_\_\_\_

Please rank the different areas of counseling according to the order of interest.

Career Center 1. \_\_\_\_\_

Transfer Center 2. \_\_\_\_\_

STEM Program 3. \_\_\_\_\_

TITLE V METAS/ FYE 4. \_\_\_\_\_

**Availability Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					