

Los Angeles City College
Assessment - Counseling - First Year Experience (FYE) - Transfer Center
Career Guidance Counselor Assistant (CGCA)



2018-2019 Academic Year

Description:

Los Angeles City College (LACC) is hiring a team of CGCA's who will serve a critical role in providing assistance to various student services programs and offices including Assessment, Academic Counseling, FYE, and the Transfer Center. CGCA's will be assigned to a primary department but may rotate to different areas throughout the academic year to meet student and department needs, as well as provide candidates with an opportunity to obtain experience in a variety of student service areas.

CGCA's will work under the supervision of staff and counseling faculty, participate in staff meetings and trainings, and interact with LACC's diverse student population. Candidates must have strong listening and organizational skills, demonstrate initiative and a desire to learn, and be able to work with students from a variety of backgrounds.

Requirements:

- Candidates must be in good academic standing and enrolled as a full-time upper-division undergraduate OR graduate students in an accredited program pursuing a degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work (MSW), career development or related field.
- Strong preference for master's degree students interested in pursuing a career as a community college counselor.
- Must be available to work a minimum of 10 hours/week, and available at least two 2 days per week (Monday-Friday). Candidates may work up to 20 hours/week (preferred).
- Must be comfortable using Microsoft Office (Word, PowerPoint, Excel) and learning different computer software and programs.
- Must be able to commit to Los Angeles City College for the 2018-19 academic year.

Duties:

- CGCA's will assist with the daily operation of the Assessment, Counseling, FYE, and Transfer Center offices which may include greeting and screening students for appointments and walk-ins; proctoring English, ESL and Math assessment exams; following-up and monitoring progress of students; monitoring and maintaining computer labs; answering routine inquiries in-person, via email and/or by phone.
- Help update and maintain student files, appointment grids, and other documents.
- Assist in the creation and promotion of flyers, calendar of events and other department materials.
- Provide current and prospective LACC students with accurate information about the application process, Student Success and Support Program (SSSP), important academic deadlines, and services provided by assigned departments.
- Assist with the coordination and implementation of workshops, information sessions, and other events.
- Provide logistical support for events and programs sponsored by assigned programs and serve as a representative and liaison during campus events.

Compensation:

\$20.29/hour.

This is an unclassified position contingent upon continued funding.

Application Process:

Interested applicants must complete and submit an online application consisting of two sections (Contact/School Information & Supplementary Questionnaire)

<https://goo.gl/forms/AuPdIkW9lukBfjpy2>

Additionally, applicants are required to submit the following:

1. Resume
2. Copy of unofficial transcripts or fall class schedule. Note: Document must show course enrollment for the fall 2018 term.

Please email required documents to: CityCGCA@gmail.com

Application and supplemental documents must be submitted no later than

May 15, 2018.

Review of applications will begin immediately; qualified candidates will be invited to interview by a committee at LACC the week of May 14th or May 21st.

Selected candidates must be available to attend an (unpaid) mandatory orientation on Friday, June 29. Additional meetings and trainings will also be held on a monthly or bi-monthly basis on Fridays. **Anticipated position start date is Monday, July 2, 2018.**