



Career and Guidance Counseling Assistant (CGCA) Rate: \$20.29/hour

Assignment: Fall term (Sept - Dec)

Deadline: Friday, September 7th at 5pm

Requirements:

- Must be enrolled in at least 12 upper-division units, or 9 graduate units, in counseling or a related field at an accredited four-year college or university in good standing.
- Be available to work 15-25 hours per week, Monday-Friday between the hours of 8am-7pm
- **Be available to interview on Tuesday, September 18th**
- Email Resume to Transfer Director, Sara Rubio rubiosv@lahc.edu and Jose Luna lunajr@lahc.edu by Friday, September 7th

Employment Limit:

- Five (5) years, unless evidence is provided which demonstrates the student is diligently pursuing the attainment of an academic degree.

CGCA Duties

- Assistance in initiatives to improve Access, Course Completion, ESL/Basic Skills Completion, Degree and Certificate Completion, and Transfer Outcomes
- Assistance in initiatives to support the Los Angeles Harbor College Mission, Strategic Educational Master Plan, Institutional Learning Outcomes, Service Area Learning Outcomes, and Student Learning Outcomes
- Post college pennants in the Center. Gather and organize Study Abroad information for a student folder.
- Assist students with their online university applications for admission.
- Meet, greet, and assist in group and one-on-one tours of the Transfer Center.
- Develop Transfer Center brochures and marketing materials.
- Enter student attendance data in SARS Track daily.
- Register students for university field trips.
- Assist with the organization of workshops for "undecided" "STEM" students and other transfer workshops.
- Inform students of the College Source software to look for college and university catalogs.
- Promote the use of Assist.org for CSU and UC transfer requirements equivalents.
- Assist with set up for the University and College representative visits to the college
- Inform students about LAHC Transfer Center Facebook and social media.
- Other duties as assigned by either the Director or the Chair of the Division or Associate Dean of STEM Pathways
- Closely monitor, communicate, and provide follow-up for the assigned Harbor Advantage student caseload
- Be a liaison between the student, their instructors, and the Harbor Advantage administration
- Periodically update assigned student files. Information that is updated includes: Student appointments, drop-in questions, number of student contacts (email or phone calls), student early alerts, follow-up with tutoring services, and when a schedule change occurs
- Assist in coordinating, developing, and facilitating Harbor Advantage workshops and information sessions

- Collaborate with LAHC's Student Services division and represent Harbor Advantage in campus community events
- Participate in Harbor Advantage staff meetings and/or trainings
- Participating in high school visitations, campus tours, and other duties assigned
- Other office duties as assigned

We have **several open positions** through Student Equity, Student Success and Support Program, STEM, Outreach Department/The Welcome Center and the Assessment Center, and International Office. The program areas which may hire are:

Transfer Center

The Transfer Center is a part of the Counseling Division at Los Angeles Harbor College. Our mission is to foster a transfer culture by providing resources and counseling services to support students in achieving their transfer and career goals.

The Transfer Center is designed to provide prospective transfer students with information about transferring to four-year universities. The Transfer Center regularly schedules appointments with representatives from four-year colleges so that students may obtain information about admission requirements, application procedures, and academic programs. Additionally, the Transfer Center hosts a variety of transfer workshops that include university application, transfer basics, transfer agreement guarantee partnerships and more!

STEM STEP Program

STEM STEP is a program for students who are interested in Science, Technology, Engineering, or Math majors. The LAHC campus community is devoted to assisting and supporting STEM students. The goal of STEM STEP is to increase the number of Hispanic and low-income students who attain degrees in the fields of science, technology, engineering, and math (STEM).

Outreach Department/The Welcome Center and the Assessment Center

The Outreach Department/The Welcome Center and the Assessment Center provides multitude of services to our feeder high schools and local community organizations. The Welcome Center is a one-stop location where students can find information about academic programs, access computers to apply to Harbor College, and complete the necessary steps to enrollment as a student.

The Assessment Center schedules and administers placement tests to all new and continuing students who need to retake the placement test for course placement into English, Math, or ESL courses. The Assessment Center is also an authorized GED testing center. International Student Program

The International Student Program at LA Harbor College College enrolls hundreds of students each year. The program strives to provide an open environment for all students to complete their educational dream to study in the United States. Many students will earn an Associate of Arts (A.A) or an Associate of Science (A.S.) degree while working toward transferring to a four-year university or college.