

**East Los Angeles College
First-Year Center**

**Career Guidance Counselor Assistant (Unclassified Code #8210)
2019-2020 Academic Year**

Program Description:

The First Year Center (FYC) assist first-time East Los Angeles College (ELAC) scholars in their academic progress and overall transition during their first- year of college. The First-Year Center offers various services such as enrollment into learning communities, workshops, peer-mentoring, and academic counseling. FYC collaboratively, empowers scholars to pursue and achieve academic success through advocacy and assistance with the development of a college-going mindset.

Career Guidance Counselor Assistant (CGCA) Description:

Under the supervision of the FYC Counselor and the Associate Dean of Student Services. The CGCA or “Academic Coach”, serves a critical role in guiding, monitoring, and mentoring FYC scholars during their first-year at East Los Angeles College. Successful candidates will have strong listening, organizational, presentation, and research skills. Candidates must also have initiative and a strong desire to help first-generation college students explore and discover their academic and career potential. Applicants must be able to work with frequent interruptions in a fast-paced, high-volume office and can adapt to the growing needs of the office.

Requirements:

- Must be enrolled full-time as a graduate student in an accredited Master’s degree program in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work (MSW) or career development.
- Be available to work up to 20 hours per week, preference for availability Monday-Thursday when our First Year Learning Community courses are offered. **May include an occasional Saturday event such as a university tour and/or campus conference.*
- Attend Mandatory Trainings from 8:00am-5:00pm on the following dates:
 - August 16, 2019
 - September 20, 2019
 - October 11, 2019
 - November 1, 2019
 - December 6, 2019
- Preferred completion of courses in Counseling Theory, Student Development Theory, and/or Career Counseling Theories.
- Must be skilled with using MS Word, Excel, PowerPoint, Google Suite, and Canva.
- Must be able to commit for the East Los Angeles College 2019-2020 academic year.

Job Duties:

- Closely monitor, communicate, and provide follow-up for First-Year Scholars through appointments, class visits and presentations, email, and by phone. The CGCA will monitor the academic progress of approximately 120 first-year scholars.
- Be a liaison between the scholar instructors, and the administration FYC (Counselor and Associate Dean, Case Managers); collaborate with Student Services and represent FYC at campus events.
- Update caseload notes, monitor fulfillment of scholar expectations, and support scholar persistence.
- Conduct scholar appointments, answer drop-in questions, utilize scholar early alerts, and follow-up with tutoring services to ensure use of academic resources.
- Assist in coordinating, developing, and facilitating FYC workshops, events and information sessions, including outreach and inreach efforts (i.e. peer mentoring and Promise programs).
- Participate in weekly FYC staff meetings, trainings, professional development opportunities, and FYC campus visits to universities.
- Collaborate with campus partners such as Career and Job Services, Transfer Center and Welcome and Support Resource Center.
- Opportunities for Counselor shadowing and training will be available.

Compensation:

Compensation is \$20.29 an hour. This is a temporary paid position contingent upon funding.

Application Process:

Interested applicants should email Counselor, **Carmen Soto** (Sotoc2@elac.edu) the following materials:

1. Cover letter
2. Resume
3. A list of three references with contact information
4. Copy of unofficial transcripts
5. Availability for Fall 2019 work hours

Deadline: Review of applications will begin Wednesday, June 26th until positions are filled. Qualified candidates will be contacted for an interview on **July 11-12, 2019. Potential start date for this position is August 2019.**

Please direct any inquiries about this position Dr. Vanessa Ochoa and Carmen Soto.

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| Vanessa Ochoa, Ph.D. Associate Dean East Los Angeles College ochoavj@elac.edu | Carmen Soto, M.Ed. Counselor East Los Angeles College Sotoc2@elac.edu |
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