



## Job Description

**JOB TITLE:** Enrollment Services Counseling Coordinator, 195 Day Faculty Assignment

**LAST REVISED:** JANUARY 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Sierra College is committed to Guided Pathways to increase student achievement and timely goal completion and to close equity gaps. In that spirit and under the administrative direction of the Dean of Enrollment Services, the Enrollment Services Counseling Coordinator works closely with college, K-12, and community partners to design and deliver innovative and accessible enrollment counseling services, including career planning, course placement, and academic planning for new, returning, transfer, and dual enrollment students, with a specific emphasis on the development of programs and services for students who are identified as disparately impacted (DI). This Coordinator is responsible for contributing to the development and implementation of integrated career exploration /confirmation in the outreach, recruitment, and onboarding process, as well as developing an effective transition from enrollment to interest area and counseling support programs.

Sierra College 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. The Coordinator must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the District provides strategies for success and pro-active, student-centered practices and policies committed to eliminating equity gaps.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this job classification. Incumbent may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Design and develop enrollment counseling programs and services to meet the diverse needs of new, transfer, returning, high school, and adult students throughout the enrollment process.
2. Work collaboratively with appropriate faculty, staff, and managers to develop methods to assist students to clarify career goals and academic pathways.
3. Work collaboratively to develop methods to assist and support students through the college/financial aid application, in the self-guided placement process, the selection of an interest area and program of study, the development of a class schedule, and the referral to academic and counseling support programs and services.
4. Serve as Transition Counselor Liaison; develop and facilitate equity-minded training for Transition Counselors in effective high school transition, career and college planning strategies.
5. Develop college and K-12 career exploration and college success curriculum, incorporating culturally inclusive pedagogy and universal design; work collaboratively with Enrollment Services management and staff, K-12 partners, and Transition Counselors to develop K-12 bridge and college/career exploration curriculum, programs, and services, including the development of Dual Enrollment Pathways.

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6. Instruct Personal Development courses, workshops, and seminars focused on career development, college orientation and success.
7. Develop and provide training and support to adjunct counselors, counseling interns, and volunteers that is culturally-responsive; participate in the evaluation of adjunct faculty; develop and facilitate counseling professional development symposium; and participate in the development of Dual Enrollment trainings.
8. Serve as the Enrollment Services Counselor liaison to various groups, including CTRAIN, counseling department, interest area and categorical programs.
9. Contribute to the analysis of data, preparation of proposals and reports regarding Enrollment Services.
10. Collaborate with the Outreach Office to develop programming and coordinate activities related to K-12 partnerships and articulation with postsecondary colleges and universities.
11. Design enrollment counseling services for Academic Enrichment and Dual Enrollment students, including college education planning and transition to college.
12. Provide direct academic and personal counseling services to students, including developing education plans, assisting students with course selection, providing information regarding District degree/certificate and transfer requirements; provide direction regarding selection of interest area and program of study, provide assistance with utilizing career assessment tools and the evaluation/application of results.
13. Serve as lead for counseling internship program; assist with the hiring, selection, supervision, training, and evaluation of counseling interns, peer mentors, classified staff as assigned in accordance with college policies and collective bargaining agreements.
14. Work collaboratively with the Learning Center Coordinator and RISE Coordinator, and represent Enrollment Services counseling, in the development of the College's summer bridge/jam programs.
15. Serve on related college committees; attend meetings and make oral presentations as necessary.
16. Maintain currency with trends and developments in the field through appropriate literature, conferences, regional meetings, professional organizations, and other information sources.
17. Maintain cooperative working relationships with and serve as liaison to relevant state, county and community agencies.
18. Participate in shared governance, professional activities, and mandatory flex activities as per the SCFA contract.
19. Other related duties as assigned.

## **QUALIFICATIONS**

### **ESSENTIAL:**

1. Must possess a Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, education counseling, social work, or career development, OR the equivalent, OR a license as a Marriage, Family, and Child Counselor as specified pursuant to those California Government Code sections referred to as the California Education Code, Title 5, Section 53410.1, OR a valid California Community College Counselor Credential.
2. Must have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**KNOWLEDGE OF:**

- Guided pathways principles and practices;
- Student and career development processes;
- Emerging careers and industry trends; variety of occupational resources and systems to serve student needs;
- The needs of historically underrepresented students in higher education;
- General enrollment theories and practices;
- Equity focused efforts in relation to outreach, recruitment, and onboarding;
- General counseling theories and practice;
- Effective practices in K-8/high school transition programs and services;
- Effective, engaging and student-centered curriculum design and teaching methods;
- The needs of college students with diverse backgrounds, abilities, and interests;
- Community resources, organizations and functions;
- Methods of data collection and program assessment;
- Grant application and administration procedures;
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups; and
- Principles of supervision and training.

**ABILITY TO:**

- Provide assistance to help students develop greater self-awareness and make informed career and academic decisions;
- Administer and interpret career assessment tools;
- Plan, organize, coordinate and direct delivery of programs and services for students from historically underrepresented groups;
- Analyze, interpret and apply laws, regulations, policies and procedures;
- Prepare technical correspondence, reports, applications and documents;
- Work effectively and collaboratively with a variety of individuals;
- Mobilize and retain the cooperation of various community groups;
- Speak effectively in front of large groups;
- Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all constituents;
- To interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills;



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- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff; and
- Supervise, train and evaluate student employees and assist with the supervision of staff.

### **DESIREABLE:**

- Experience with instruction and/or counseling in a K-12 and/or higher education program for students who come from historically underrepresented communities; and
- Experience with contributing to the development of budgets and grants.

### **PHYSICAL REQUIREMENTS:**

Position requires, with or without accommodation, moderate lifting, bending and reaching above the shoulders; sitting or standing for extended periods of time; speaking to exchange information and interview students; and dexterity of hands and fingers to operate a computer terminal and other office equipment.