Rio Hondo College
Announces an opening for

ARTICULATION OFFICER/COUNSELOR

Full-time, 10 month
Tenure track
Position

REVISED

Position Number: # 10-71
Closing Date: February 07, 2011
Starting Date: Fall 2011
EXTENDED TO: March 11, 2011

Office of Human Resources
3600 Workman Mill Road
Whittier, CA 90601-1699
(562) 908-3405
www.riohondo.edu
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
POSITION

ARTICULATION OFFICER/ COUNSELOR Full-Time #10-71
The Counselor/Articulation Officer (AO) position is a full-time tenure track faculty position that reports directly to the Dean of Counseling & Student Development and assumes the major responsibilities for initiating and maintaining articulation agreements that promote intersegmental cooperation to facilitate the transfer of students from Rio Hondo College to four-year colleges and universities.

SALARY
Dependent upon academic background and educational experience. Please visit our website at www.riohondo.edu/hr to see the faculty salary schedule.

MINIMUM QUALIFICATIONS
Master’s degree in Counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development (A license as a Marriage, Family, and Child Counselor is an alternative qualification for this discipline, pursuant to Title 5, Section 53410.1).

OR
A valid California Community College Counselor Credential

OR
The equivalent. The equivalency is: A Masters degree in a Social Science or Education, that includes a minimum of 24 graduate units in Counseling courses, which must include a graduate level Counseling practicum or internship.

AND
Demonstrated knowledge of specific discipline; knowledge of instructional needs of community college students

AND
Ability to relate well with peers and other co-workers; to communicate effectively both verbally and in writing, and to be flexible in a changing environment

AND
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

EXPERIENCE REQUIRED
- Demonstrated knowledge and experience in the multifaceted functions of articulation including the creation of articulation agreements and major preparation for transfer to UC, CSU, private and out-of-state institutions.

DESIURABLE QUALIFICATIONS
Preference will be given to candidates demonstrating expertise in the following areas:
1) Minimum of two years Full Time or equivalent experience as a community college counselor with a focus on transfer articulation.
2) Demonstrated knowledge in state-wide articulation policies, procedures, and regulations and best practices to effectively advocate for students
3) Ability to facilitate and coordinate the complex articulation process between community colleges and four-year colleges and universities.
4) Demonstrated oral and written skills to effectively communicate with counselors, faculty, administrators, staff, students and other institutions.
5) Demonstrated experience working with students of diversity in socioeconomic, cultural and ethnic backgrounds, including those with different levels of academic preparation and varying physical and learning abilities.
6) Knowledge of ASSIST and other online counseling and articulation resources
7) Attention to detail
8) Prior experience and participation in campus wide committees (i.e. course development, academic senate, transfer)
9) Demonstrated experience and knowledge of the structure and regulations governing community college curriculum to effectively articulate courses and programs between high schools, community colleges and baccalaureate institutions.
10) Demonstrated experience with computer software and technology to facilitate articulation, transfer, student services or instruction.
**PLEASE NOTE:**
Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an Evaluation Service prior to the closing date.

**REPRESENTATIVE DUTIES**
The Counselor/AO position is a vital faculty role requiring an academic knowledge base, good communication skills and the ability to facilitate and coordinate the various aspects of detailed transfer and articulation processes. This function requires the ability to quickly analyze, comprehend and explain the nature of articulation/transfer issues to the representative parties, diffuse conflict and diplomatically negotiate and implement resolutions. Duties include, but are not limited to, the following: Direct the daily operations of articulation, including the researching of course articulation matters, preparation of course articulation requests, coordination of college and university articulation meetings, maintaining the college’s articulation webpage, supervision of publication and dissemination of articulation materials and digitization of articulation information. Promote and support intersegmental cooperation to facilitate the transfer of students to CSU/UC and private and out-of-state colleges and universities including the initiation, development, distribution and maintenance of written and computerized general education/breadth, major preparation and course-to-course agreements. Provide advocacy and consultation resource information to the counselors, faculty, instructional deans and other college representative on course and program articulation issues, especially as related to the review, revision and development of courses with transfer preparation and articulation potential. Manage and update campus transfer and articulation information and data on regional and state-wide initiatives and projects (e.g. ASSIST, LDTP, IGETC, etc.); serve as campus liaison to the segmental system-wide offices as it relates to the dissemination of policy changes and information updates. Participate on the college’s Curriculum Committee as an advocate for students on transfer & curriculum related issues, assist in the development of the college catalog and represent the college on district, regional and state-wide articulation activities and organizations. Serve as an advocate for four-year institutions with respect to accurately communicating and conveying information and concerns about those institution’s transfer policies and curriculum to Rio Hondo College counselors, faculty and students. Develop and coordinate articulation workshops, departmental presentations and staff development. Work collaboratively with articulation specialists to ensure accurate dissemination of information in a timely manner. Maintain articulation files, prepare and disseminate curriculum and articulation reports and prepare the year-end articulation report to the State Chancellor’s office as required. Perform other related duties as assigned by the college.

The Immigration Reform and Control Act requires the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States.

Successful candidate is responsible for verifying all prior work experience and providing all academic transcripts for purposes of salary placement.
As a condition of employment, the selected applicant must provide a set of fingerprints (at the applicant’s expense) taken by an official Livescan agency.
Applicants who are protected under the Americans with Disabilities Act and require accommodations for completing the application process, testing (if required for the position), or the interview, due to a disability, please notify the Office of Human Resources.

A copy of this announcement will be provided in Braille to visually impaired applicants upon request.

**METHOD OF APPLICATION**
A complete application will consist of:
1. District Application Form
2. Resume
3. Answers to Supplemental Questions
4. Copies of Transcripts
Please note: It is your responsibility to make sure that all requested information is provided on this supplemental questionnaire. Only complete supplemental questionnaires will be considered.

RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED, AND SCORED. THEREFORE, IT IS VERY IMPORTANT THAT YOU PROVIDE A THOROUGH RESPONSE. PLEASE PROVIDE TYPED OR WORD-PROCESSED RESPONSES ON SEPARATE PAGES.

1. List your highest degree held, and highlight them on your transcripts.

2. List any Community College Credentials held.

3. Please describe your experience as a community college counselor with a focus on transfer articulation.

4. Please describe your knowledge and experience in the multifaceted functions of articulation including the creation of articulation agreements and major preparation for transfer to UC, CSU, private and out-of-state institutions.

5. Describe your knowledge of ASSIST and other online counseling and articulation resources.

6. Describe in detail your experience and knowledge of the structure and regulations governing community college curriculum to effectively articulate courses and programs between high schools, community colleges and baccalaureate institutions.

7. Please describe your experience maintaining a college webpage.

8. Please describe the experience you have had providing academic advisement and counseling for a) high school students and/or b) college students. What types of advising related computer technology tools/programs are you familiar with?

9. Describe your training and/or experience that demonstrates your sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

*Please note, if you are applying under equivalency please highlight the graduate level counseling practicum or internship courses on your transcripts.

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Please print your name