

## IMPERIAL VALLEY COLLEGE

and educational planning for students. In addition, the counselor may teach development and counseling classes. Tasks include counseling, advising, and in a traditional of classroom environment, and online, primarily at the college in Imperial. The college also offers counseling services in dual enrollment at various schools and at local optional facilities in the counselor's base of operations.

### Duties and Responsibilities:

- Collaborates and participates as a contributing member with Student Equity, Achievement, and ESL Program, Services and Departments to ensure a comprehensive and holistic counseling approach for our students learning English as a second language.
- Conducts face-to-face and online academic, career, and life-skills counseling.
- Facilitates orientations, workshops, and presentations for new and continuing students.
- Participates in the development and implementation of special programs and services that focus on student equity and promote student retention.
- Evaluates unofficial transcripts, clears prerequisites, and provides academic transfer counseling.
- Maintain individual records on students.
- Collaborates with campus faculty, staff, students, and departments in counseling and advocating for our ESL students and students that are identified in Equity plans and initiatives.
- Develops college orientations, workshops related to educational and career planning, probation, study skills, and other topics to support student success.
- Provide matriculation services for students and track potential graduates.

- Conducts collegial responsibilities by participating in institutional committee assignments, student recruitment and retention, shared governance, and campus life activities.
- Identify student needs and provide linkage for students to access on/off campus basic needs and services.
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- Experience with online counseling/teaching and pedagogy is desired.
- Current statewide initiatives and best practices in student services.
- High-impact teaching and counseling practices.
- Approaches, theories, and strategies related to supporting historically marginalized students.
- Experience in a leadership capacity.
- An understanding of the advantages and challenges of developing a quality counseling program in a rural community college.
- Experience working with the development of Career Pathways.
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