Program: STEM  
Job Title: Career Guidance Counselor Assistant  
Compensation: $20.29/ hr | Contingent on funding

The objective of the STEM program is to provide students interested in Science, Technology, and Engineering & Math with an emphasis in Allied Health & Biotechnology with support to help achieve their goal to graduate with an associate degree, transfer to a four-year university, or prepare for graduate school.

Job Description

Successful candidates will have strong listening, organizational, presentation, and research skills. The Incumbents must also have initiative, motivation, and a strong desire to help students explore and Discover their academic and career options. Applicants must be able to work with frequent interruptions In a fast-paced, high-volume office. Under the supervision of the STEM counselor, the CGCA will support the counselor in monitoring, guiding, and mentoring STEM students. The responsibilities of the CGCA include the following:

- Communicate and provide follow up to STEM students  
- Collect information and maintain database of STEM students  
- Assist in coordinating developing and facilitate STEM & Allied Health program workshops  
- Collaborate with Student Services and represent STEM & Allied Health program on campus, community, and high school outreach  
- Promote Biotechnology and STEM programs as well as services through classroom presentations and campus tabling  
- Participate in weekly staff STEM meetings and/or trainings  
- Take part in professional development opportunities, such as but not limited to CSU and UC transfer conferences  
- Assist office staff with scheduling appointments  
- Greet students into the STEM center as they wait for STEM counselor appointment  
- Provide students with general course and registration information  
- Collect assessment data and report on events attended and/or hosted by the STEM office  
- Other office duties assigned

Requirements / Qualifications

- Must be enrolled full-time as a graduate student in an accredited Master’s degree program in counseling, rehabilitation counseling, clinical psychology, guidance counseling, educational counseling, social work (MSW), or career development, or related field  
- Knowledgeable and sensitive to the needs of a diverse and academically unprepared student populations  
- Ability to work effectively with diverse populations of students, faculty, and staff  
- Mature, friendly, personable, energetic, and flexible  
- Proficient in Microsoft Office programs / Canva  
- Must be able to work 15 hours per week between the hours of 9 am – 5 pm, may include some evenings and weekends  
- Must be able to commit for the Los Angeles Mission College academic year (July 2019 – June 2020)

Application Process (Deadline July 3, 2019)

Interested Applicants should email Angela Pan, STEM Counselor at panaj@lamission.edu or Mohammadian, Director, Allied Health Programs at mohammp@laccd.edu with the following materials:

1. Cover Letter  
2. Resume  
3. Copy of all Unofficial Transcripts (Official transcripts will be required if hired)  
4. Summer & Fall 2019 Schedule of Availability (see attached document)

Qualified Candidates will be contacted for an interview to be scheduled the week of July 8th.