Career and Guidance Counseling Assistant (CGCA) Rate: $20.29/hour
Assignment: Fall 2019 term
Deadline: Friday, July 26th at 5pm

Requirements:

- Must be enrolled in at least 12 upper-division units, or 9 graduate units, in counseling or a related field at an accredited four-year college or university in good standing.
- Be available to work 15-25 hours per week, Monday-Friday between the hours of 8am-7pm
- **Be available to interview on Monday, August 12th**
- **Potential start date is Monday, August 26th**
- Email Resume to Transfer Director, Sara Rubio rubiosv@lahc.edu and STEM/Transfer Counselor, Vivika Demel demelvb@lahc.edu by Friday, July 26th

Employment Limit:

- Five (5) years, unless evidence is provided which demonstrates the student is diligently pursuing the attainment of an academic degree.

CGCA Duties

- Assistance in initiatives to improve Access, Course Completion, ESL/Basic Skills Completion, Degree and Certificate Completion, and Transfer Outcomes
- Assistance in initiatives to support the Los Angeles Harbor College Mission, Strategic Educational Master Plan, Institutional Learning Outcomes, Service Area Learning Outcomes, and Student Learning Outcomes
- Shadow counseling appointments in order to learn best counseling practices.
- Assist students with their online university applications for admission.
- Meet, greet, and assist in group and one-on-one tours of the Transfer Center.
- Develop Transfer Center brochures and marketing materials.
- Enter student attendance data in SARS Track daily.
- Register students for university field trips.
- Assist with the organization of workshops for “undecided” "STEM" students and other transfer workshops.
- Inform students of the College Source software to look for college and university catalogs.
- Promote the use of Assist.org for CSU and UC transfer requirements equivalents.
- Assist with set up for the University and College representative visits to the college
- Inform students about LAHC Transfer Center Facebook and social media.
- Other duties as assigned by either the Director or the Chair of the Division or Associate Dean of STEM Pathways
- Closely monitor, communicate, and provide follow-up for the assigned student caseload
- Be a liaison between the student, their instructors, and the Harbor Advantage administration
- Periodically update assigned student files. Information that is updated includes: Student appointments, drop-in questions, number of student contacts (email or phone calls), student early alerts, follow-up with tutoring services, and when a schedule change occurs
- Assist in coordinating, developing, and facilitating Harbor Advantage workshops and information sessions
- Collaborate with LAHC’s Student Services division and represent Harbor Advantage in campus community events
- Participate in staff meetings and/or trainings
- Participate in campus tours and other duties assigned
- Other office duties as assigned

The program areas which may hire are:

**Transfer Center**

The Transfer Center is a part of the Counseling Division at Los Angeles Harbor College. Our mission is to foster a transfer culture by providing resources and counseling services to support students in achieving their transfer and career goals.

The Transfer Center is designed to provide prospective transfer students with information about transferring to four-year universities. The Transfer Center regularly schedules appointments with representatives from four-year colleges so that students may obtain information about admission requirements, application procedures, and academic programs. Additionally, the Transfer Center hosts a variety of transfer workshops that include university application, transfer basics, transfer agreement guarantee partnerships and more!

**STEM STEP Program**

STEM STEP is a program for students who are interested in Science, Technology, Engineering, or Math majors. The LAHC campus community is devoted to assisting and supporting STEM students. The goal of STEM STEP is to increase the number of Hispanic and low-income students who attain degrees in the fields of science, technology, engineering, and math (STEM).