



**CHAFFEY COMMUNITY  
COLLEGE DISTRICT**  
5885 Haven Avenue  
Rancho Cucamonga, CA 91737

Hourly Rate: \$15.00

## **POSITION DESCRIPTION**

# **Apprentice IX Counseling Services**

## **I. OBJECTIVE**

The objective of the apprentice IX position is to develop paraprofessionals who, under the supervision of a senior counselor, can provide assistance to counselors in counseling community college students, aid instructors in teaching guidance courses, and support specialized student services initiatives.

Over time, the apprentice will provide advisement and instructional support to students, as well as operational support for Counseling, EOPS, DPS, Career Center, Cal-Works, and special populations. Apprentices will develop skills necessary to assess, orient, and advise a diverse group of new and continuing students depending on assignment. Apprentices will learn professional practices in advising, orienting, and following up on students served in the various components of a community college counseling operation.

## **II. DURATION**

The apprentice may be employed for a maximum of nine (9) semesters, consecutive or cumulative, including summer sessions, and may not work more than 170 working days or more than 980 hours during the fiscal year.

## **III. SPECIFIC QUALIFICATIONS**

### **A. Minimum Qualifications**

- Bachelors degree and current enrollment in a masters degree program in counseling, student personnel services, educational psychology, or social work
- Ability to demonstrate effective oral and written communication skills
- Knowledge of Microsoft Word, Power Point, and internet functions
- Sensitivity to people of various academic, socioeconomic, cultural, religious, disability, and ethnic backgrounds

### **B. Desirable Qualifications**

- Ability to exercise independent decision making and prioritize duties
- Ability to communicate effectively on the phone
- Ability to maintain detailed records and input student data
- Ability to establish rapport and maintain effective working relationships with students, faculty, and staff
- Ability to meet deadlines and complete tasks in a timely manner
- Ability to work as a team member in providing support for providing services to new and continuing students
- Ability to organize and perform effective public presentations

## **IV. ASSESSMENT**

The apprentice works under the direction of the coordinator/manager of the areas identified above. Progress is measured each semester through direct observation, mentoring, and on-going training sessions.

## Chaffey College Success Guide/Apprentice IV Fieldwork Opening

<p><b>Description of Fieldwork Opportunity</b></p>	<p>The <b>Success Guide/Apprentice</b> program was developed in efforts to significantly strengthen student guidance as well as expand mentoring and student services to Chaffey College's general student population. Working under the supervision of senior counselors, <b>Success Guides</b> are graduate students who serve as mentors offering guidance and support to new and continuing students in both individual interactions and group workshop settings online and in-person when the college opens in-person support. Currently, the college is providing support services remotely. In addition to providing support to students, the apprenticeship has proven to be an invaluable experience serving as a catalyst for successful transition into counseling careers in education.</p> <p>The <b>Success Guide/Apprentice</b> position is an essential component of the Chaffey College counseling team. They play an essential role in the GPS Centers supporting the colleges mission to provide holistic and comprehensive student support for personal, academic, and professional success. The Success Guide apprentice not only provides counseling support for faculty and other staff members, but also develops the skills, abilities, and sensitivities for counseling a diverse student population- essential for any counseling professional.</p>
<p><b>Application Deadline</b></p>	<p>October 15<sup>th</sup>, 2021</p>
<p><b>How to Apply</b></p>	<p>To apply, submit an emailed 'letter of interest' and 'resume' to <b>Charles Prattella</b> (<a href="mailto:Charles.Prattella@chaffey.edu">Charles.Prattella@chaffey.edu</a>) by no later than <b>OCTOBER 15, 2021</b>. In the subject line of your email, include your <i>name</i>, and '<i>Success Guide Applicant FALL 2021</i>'.</p> <p><b>Example:</b> John Smith-Success Guide Applicant Fall 2021</p>