Department of Counseling
College of Health and Social Sciences
San Francisco State University

Position Description

Position title: Assistant Professor in Counseling with a specialization in College and/or Career Counseling and expertise in college student success

Start date: August 2016

Salary: Commensurate with qualifications and experience. The CSU provides generous health, retirement and other benefits.

Position Summary:

The position is in the Department of Counseling at San Francisco State University. SF State is a member of the California State University system and serves a diverse student body of 30,000 undergraduate and graduate students. The University seeks to promote appreciation of scholarship, freedom, and human diversity through excellence in instruction and intellectual accomplishment. The Department of Counseling at San Francisco State University is a large, comprehensive counselor education program with 18 full-time equivalent faculty and over 200 students. The faculty and the curriculum aspire to achieve excellence in three core areas: multicultural competence, community partnerships, and action research. The Department offers six counseling specialty areas: College, Career, School, Marriage and Family, Clinical Rehabilitation and Mental Health, and Gerontology. The Department is accredited by CACREP, CORE, and CTC.

The position is focused on college student success and is key in the training of graduates and undergraduates in college, career, and general counseling.

The position includes a full-time faculty workload per the Collective Bargaining Agreement between the California State University and the California Faculty Association. The workload primarily includes teaching assigned undergraduate and graduate courses in college, career, and general counseling courses, conducting an active ongoing scholarship program which advances knowledge in the field of one’s specialty, and service to the department, college and university.

The teaching assignments will be in college, career, and general counseling, and may include clinical/practicum courses.

The scholarship may address a range of topics in the area of counseling with a focus on diversity in higher education and career contexts, or related scholarship.

Additional responsibilities include, but are not limited to: participation in national professional associations in the field of college student success and career counseling; mentoring and advising graduate and undergraduate students; holding regular office hours; curriculum development and improvement, particularly with regard to student learning outcomes; program evaluation; and remaining current in both subject area and teaching methodologies.
Essential Job Tasks:

- Prepare course materials such as syllabi, lecture and discussion materials, readings and assignments, assessments, and learning resources;
- Prepare and deliver effective lectures to culturally diverse undergraduate and/or graduate students on topics such as college, career, and general counseling courses;
- Initiate, moderate, and facilitate classroom discussions;
- Integrate principles of multicultural education and social justice (e.g., GLBT, ethnic groups, social class, and disability status) into curriculum;
- Evaluate and grade students' class work, assignments, papers, etc. in a timely manner;
- Supervise graduate students' clinical work appropriate to college and career counseling as well as mentor and advise graduate counseling students;
- Compile, administer, and grade examinations or other learning assessments;
- Maintain student grades and other required records or reporting materials;
- Conduct research in one's field of interest related to college student success and present findings in peer-reviewed journals, books, or professional conferences;
- Engage in scholarship (e.g., publication, research, grants) and mentor students in areas relevant to college counseling, career counseling, college student development or career development;
- Stay current on developments in the discipline by reading new literature, talking with colleagues, and participating in professional conferences;
- Plan, evaluate and revise curricula, course content, course materials, and methods of instruction;
- Hold regularly-scheduled office hours for the purpose of advising and assisting students;
- Actively participate on assigned committees in accordance with department or College needs, and SF State's strategic vision;
- Build partnerships and collaborate with local colleges and universities to secure and oversee fieldwork placements

Minimum Education, Experience, Knowledge, Skills, and Personal Abilities:

- Terminal degree/earned doctorate in the fields of: Counselor Education, College Student Personnel, Counseling/Clinical Psychology, Higher Education or a related field
- 1-2 years of undergraduate teaching experience with a large, diverse student body or in a multicultural setting
- Knowledge of principles and methods for curriculum design, instruction of individuals and groups, and the assessment of learning;
- Planning and organizing skills sufficient to ensure implementation of the assigned curriculum, job duties, and established expectations;
- Awareness and engagement with critical concerns in the discipline and capacity to continue to produce original work research, publications and creative works in the areas of college and career counseling.
- Interpersonal orientation that encourages productive interactions with students, colleagues, and other campus stakeholders and promotes collegiality in department, college and university contexts.
• Oral and written communication skills in the English language at a level that comprehends and conveys information to and from students, colleagues, and others in an effective manner;