Counselor/Coordinator

EOPO - Educational Opportunity Program
University of California, Santa Barbara

Brief Summary of Job Duties
Utilizes advanced skills gained at the Master's degree level in counseling fields (student affairs and/or higher education); exhibits culturally inclusive active listening skills (e.g., appropriately establishing interpersonal contact, paraphrasing, perception checking, summarizing, questioning, encouraging, avoid interrupting, clarifying) and provides counseling services for personal, social and academic issues, including but not limited to cultural identity, educational, relationship, family, sexuality and sexual identity issues. Designs, implements and evaluates cultural and academic services for the Asian Cultural Resource Center. Develops program designs and tools to assess quality of programs and events offered. Assists in campus efforts to recruit and retain underrepresented students. Plays a key role in the Division of Student Affairs Initiative to build bridges for EOP students and the Asian Resource Center.

Knowledge, Skills, and Abilities
• Experience in providing in-depth, wide-ranging and complex academic advising and holistic services to undergraduates.
• Excellent communication skills, listening, writing, and speaking.
• Working knowledge of MS Office products and Google Connect/Drive applications.
• Student-focused, demonstrate initiative, and able to manage change.
• Able to multi-task, troubleshoot problems, and create resolutions with general supervision.
• Able to coordinate and present educational programs and and present educational, academic, social, cultural events/programs and workshops.
• Ability to work in a highly collaborative manner with a diverse group and a variety of cultural backgrounds.
• Experience with social media management on multiple platforms, updating department website, and Emma application.
• Able to work occasional evenings and weekends.

Required Qualifications
• Master's Degree in counseling or related area or years of equivalent experience/training.
• Experience in providing in-depth, wide-ranging and complex academic advising and holistic services to undergraduates.
• Experience with social media management on multiple platforms, updating department website, and Emma application.

Special Conditions of Employment
• Mandated reporting requirements of Child Abuse
• Mandated reporting requirements of Dependent Adult Abuse
• Satisfactory conviction history background check.
• UCSB is a Tobacco-Free environment.
• May work occasional evenings and weekends. May be called upon to reside in residence hall during summer program. On call during summer programs and campus emergencies.

Pay Rate/Range: $55,000 - $63,975
Type of Remote Work Arrangement: Hybrid

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Application Review begins 3/7/22
Apply online at https://jobs.ucsb.edu
Job # 29926