



MEMORANDUM

Date: August 24, 2023
To: Peralta Community College District
From: Thomas Torres-Gil, Director of International Education

Subject: International Contract Education Lead

Dates of Assignment: August 2023 – June 2024

Compensation: Anticipated compensation will be **30 hours per month at the non-instructional rate**. The equated hours will be determined following the selection of the faculty.

General Statement:

This special assignment was developed in accordance with PFT agreement Article 14, G. This opportunity is being announced to all PCCD counselors and faculty 10 working days before review and selection. Interested faculty may email a Statement of Interest and Resume to Thomas Torres-Gil, Director of International Services and Student Support, at ttorresgil@peralta.edu.

The deadline for this position will be **ten working days**. Interviews will be held via zoom. The assignment is ancillary, as defined pursuant to California Education Code 87482.5.

Job Description and Summary

Reporting to the Director of International Services and Student Support, the Office of International Education seeks a counselor for a variety of projects and assignments related to the Contract Education programs being offered and provided through the Office of International Education.

The Office of International Education is seeking a counselor for a *special assignment* to provide support with Contract Education.

- Provide educational, career and personal counseling support and referrals for contract education students goal completion, degree and transfer, guided pathways, career education, financial assistance, and attaining success.
- Assist contract education students to understand certificate, associate degree, and transfer related requirements.
- Provide academic advising to contract education students.
- Conduct workshops, information sessions, and other activities for contract education recipients
- Review guided self-placement results, clear prerequisites, and milestones.
- Host transfer information sessions and refer students to transfer events and activities as needed.
- Create and manage Student Education Plans for each program.
- Be available to meet with students in Contract Education program.
- Meet with faculty selected to teach contract education to provide guidance and support.
- Be available to attend meetings with prospective partners.
- Meet regularly with the Office of International Education



Desirable Knowledge and Abilities

- Experience with developing Student Education Plans (SEP's)
- Working knowledge with Contract Education, Learning Communities, or Student Programs
- Experience and sensitivity to working with multi-ethnic and foreign language learners.
- Effective written and oral communication skills