

Your RSVP:

Name: _____

E-mail address: _____

Lunch of choice: Vegetarian Chicken Turkey

Sponsored by:

Citrus College
Counseling Programs & Services
Dr. Lucinda Over, Dean

and

Azusa Pacific University
Master's Degree Program in College
Counseling and Student Development
Dr. Sharyn Slavin Miller
Associate Professor, Program Director
M.S. in College Counseling and Student
Development

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Community College Job Application Workshop For Counselors



Citrus College

AZUSA PACIFIC
UNIVERSITY

The 411

The objective

To get a job as a community college counselor

Who can participate

Part-time community college counselors, graduate students and others interested in a full-time job as a community college counselor

Date

Friday, September 24, 2010
9:00 AM (check-in) until 2:00 PM

Location

Citrus College
Center for Innovation Community Room (CI 159)
1000 W. Foothill Blvd., Glendora

How to RSVP

Send your **\$20** registration check, payable to Citrus College, by **Friday, September 10th** to:
Citrus College

Attention: Dr. Lucinda Over
1000 W. Foothill Blvd.,
Glendora, CA 91741

Lunch option:

Vegetarian, Chicken or Turkey sandwich
(select one and mark your choice on the RSVP form)

Workshop Agenda:

- **Check-in** 9:00 AM
- **Welcome** 10:00 AM
Dr. Lucinda Over, Citrus College
Dr. Sharyn Slavin Miller, Azusa Pacific University
- **How to complete a job application that will get you an interview.** 10:10 AM
- **Participation strategies for the California Community Colleges Job Fair**
Presenter: Dr. Robert Sammis, director of human resources, Citrus College
- **How to tailor your resume and cover letter to fit the position.** 10:40 AM
Presenter: Dr. Elizabeth Cipres, dean of Counseling Services, Irvine Valley College
- **Questions to expect during the first round of interviews** 11:00 AM
Presenters: Dr. Walter Jones, dean of Counseling & Student Development, Rio Hondo College; Martha McDonald, dean of students, Citrus College; Dr. Lucinda Over, dean of counseling, Citrus College; Dr. Elizabeth Cipres, dean of Counseling Services - Irvine Valley College
- **What do presidents and vice presidents look for in a candidate?** 11:30 AM
Presenters: Dr. Richard Giese, former president, Mount San Jacinto College; Dr. Ricardo Perez, vice president, Glendale Community College; Dr. Jeanie Nishime, vice president, El Camino College; Dr. Jeanne Hamilton, vice president, Citrus College
- **How a graduate student with very little experience can prepare for an interview** 11:30 AM
- **How to receive an internship at a community college and when to apply**
Presenter: Claudia Castillo, counselor/instructor, Citrus College
- **Lunch with community college counselors and administrators** 12:00 PM
- **What do fellow counselors want in a colleague?** 12:30 PM
Presenter: A recent counseling hire, TBA
- **Mock interview review** 1:00 PM
 - * Strengths and kudos
 - * Areas for improvement
 - * Senior administrators' evaluations
 - * What are they looking for?

Special thanks to our contributors:

- Azusa Pacific University
- Citrus College
- El Camino College
- Glendale Community College
- Irvine Valley College
- Rio Hondo College