PART-TIME INSTRUCTOR OPPORTUNITIES

APPLICATION DEADLINE
This position will remain open through MARCH 31, 2011. Applications may be screened throughout the year as instructional needs arise. All applications will be reviewed and applicants will be notified when screening is completed. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or the date of a scheduled interview.

SELECTION PROCESS
Application materials will be evaluated by a selection committee to determine which applicants qualifications, based on the information in the job announcement, best suit the needs of the District and the Department. The selection committee will conduct interviews, including a teaching demonstration, in order to determine which applicants best demonstrate the skill and knowledge required for the position. Successful candidates will be placed on an eligibility list for employment and will be contacted for employment opportunities based on the District’s needs.

For application/additional information:

Telephone: (562) 860-2451 x2284

Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

Equal Opportunity Employer

CONTINUOUS RECRUITMENT
Applications are being accepted to develop a list of qualified candidates for possible part-time teaching assignments in the following subject area(s) in the Science Engineering and Mathematics Division:

**GEOGRAPHY**

**PROFILE**
The Earth Science Department is in the Science, Engineering and Math Division and offers a variety of opportunities for faculty, whether full-time or part-time; including a broad scope of course offerings, the opportunity for professional growth and for personal fulfillment. The successful candidate(s) will be joining a spirited team of 4 full-time faculty and from 2 to 4 part-time faculty in the Department.

The Earth Science faculty at Cerritos College teaches course work in Earth Science, Energy, Environmental Science, Geography and Geology. Additionally faculty may participate in activities that support and enhance student learning and growth including internships, Scholars Honors, individualized student mentoring and environmental club advisement. The Department serves Geography and Geology majors, General Education transfer students and AA degree students by offering a wide variety of rigorous introductory courses which satisfy the physical science breath requirements (with and without laboratories) for university transfer student. From within the geography curriculum we offer courses which satisfy social science transfer requirements.

The successful candidate(s) will be added to the Department’s group of qualified applicants and thereby eligible to teach Geography 101 (Physical Geography), Geography 101L (Physical Geography Laboratory), Geography 102 (Natural and Cultural Geography), Geography 103 (Environmental Geography), and Geography 105 (World Regional Geography) should sections become available.

**DUTIES & RESPONSIBILITIES**
A description of faculty duties and responsibilities may be found in Board Policy and Administrative Procedure 4005 and 5004. (www.cerritos.edu/board)

**QUALIFICATIONS**

**Required:**
- Master’s in Geography OR Bachelor’s in Geography AND Master's in Geology, History, Meteorology, or Oceanography OR the equivalent.
- All qualifying educational degrees/training must be from accredited colleges and/or universities.
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.
- Commitment to community college objectives of providing instruction for students whose abilities and interests cover a wide range.

**Preferred:**
- Teaching experience at the community college level.
- Basic knowledge of Windows computer operating system.

**CONDITIONS OF EMPLOYMENT**
- Salary is $48.83 per hour to start.
- Assignments are contingent upon sufficient enrollment.
- Assignments include day and evening classes.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.
- Continued employment is contingent on funding.

**APPLICATION PROCEDURE**
Interested applicants must submit:
- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Workshops, Diversity Sensitivity Training, etc.)
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position.
- Confidential placement file and/or letter(s) of recommendation addressing recent pertinent experience.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298