APPLICATION DEADLINE
This position will remain open through FEBRUARY 2, 2011. Applications may be screened throughout the year as instructional needs arise. All applications will be reviewed and applicants will be notified after 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 date of a scheduled interview.

SELECTION PROCEDURE
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

Equal Opportunity Employer
Cerritos College believes in a close relationship among students, faculty, staff and community. The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all qualified people.

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 Technology Division:

WELDING

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

QUALIFICATIONS
Required:
- Minimum of an Associate’s Degree and six years of related full-time experience; OR Bachelor’s Degree and two years of related full-time experience; OR the equivalent. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- Possession of, or qualification for and obtainment of, a valid Los Angeles City Structural Welding Certification for SMAW and FCAW is required. Evidence verifying fulfillment of this requirement must be provided to the District at the time of hire. Valid certification must be maintained as a condition of continued employment.

- 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.
- Bachelor’s Degree from an accredited college or university.
- American Welding Society Certified Welding Inspector (CWI).
- American Welding Society Certified Welding Educator (CWE).
- ASME Sec. IX High Pressure Pipe Welding Certification.
- Bilingual Spanish teaching experience.

CONDITIONS OF EMPLOYMENT
- Salary is $48.83 per hour to start.
- Assignments are contingent upon sufficient enrollment.
- Assignments include day, evening and Saturdays.
- Individuals hired 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.
- Individuals who are offered employment will be required to produce an original Social Security card and official transcripts before they are hired.

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.
- Resume 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 signed 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