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
    (Training, Workshops in Diversity Sensitivity, 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

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)

APPLICATION DEADLINE

Open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is **4:30 PM on OCTOBER 31, 2008.** This opportunity may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials as soon as possible. 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 least 72 hours before the priority closing date or the date(s) of interview.

SELECTION PROCEDURE

Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee for final selection and recommendation of qualified candidates to be placed on a list for possible employment.

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).
Cerritos College is committed to hiring employees who are creative and open to change and new methods or work practices; have a passion for continuous learning and self-improvement and are willing to promote the College’s mission as a learning institution. Besides traditional class structuring, the college meets the needs of students by offering evening, weekend, and year-round accredited courses of instruction. Since service to our students is our highest priority, employees can expect to participate in innovative methods and flexible scheduling.

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 Fine Arts/Communications Division:

- **BEGINNING NEWSWRITING**
- **INTRODUCTION TO MASS COMMUNICATIONS**
- **PHOTOJOURNALISM**
- **INTERNET JOURNALISM**
- **VIDEO/MULTIMEDIA JOURNALISM**
- **PUBLIC RELATIONS**
- **ADVISING STUDENT PUBLICATIONS**

**DUTIES & RESPONSIBILITIES**

include but are not limited to:

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Complete the checkout form before leaving campus at the end of the academic term.
- Maintain student confidentiality as required by regulation and Board policy.
- Teach all assigned classes unless excused under provisions of Board Policy.
- Teach all assigned classes for all scheduled minutes.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.
- Submit a copy of the syllabus for each class to the Division Office.
- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.
- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
- Submit required information about first-day, no-show students by the published deadlines.
- Meet all classes during the final examination period.
- Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
- Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Allow the instructional manager and/or Instructional Dean, upon request, to review any assignments given during the semester.

**QUALIFICATIONS**

**Required:**

- Master’s degree in journalism or communications with a specialization in journalism, OR Bachelor’s degree in either of the above AND Master’s degree in English, history, communications, literature, comparative literature, any social science, business, business administration, marketing, graphics, or photography, 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:**

- Professional work experience in Journalism.
- College level teaching experience in Journalism.
- Familiarity with email and creation of and use of web pages to impart information.

**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.