APPLICATION DEADLINE
This position will remain open through JUNE 5, 2014. 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 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)*

*During the period 5/28/13 - 8/09/13 the office hours will be 8:00 am - 4:30 pm Monday thru Thursday and will be closed on Fridays.

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
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Equal Opportunity Employer

ARCHITECTURE
(Architectural History)

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 Technology Division:

**Architectural History**

**PROFILE**
The Architecture Department is one of the departments within the Technology Division. The Department offers an intellectually stimulating pre-professional degree and certificate programs. Faculty members are comprised of individuals actively involved in professional practice, preservation research, and energy conservation. The curriculum consists of two complementary paths: (1) courses for students who will continue their studies and transfer to a professional school of Architecture, and (2) courses for students entering the work force. Classes include Architectural Design, Architectural History, Building Information Modeling, Computer-Aided Drafting and Design, and Manual Drawing.

**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 plus six years of related full-time work experience OR Bachelor’s degree plus two years of related full-time work experience. (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.

**Preferred:**
- Teaching experience at the community college level.

**CONDITIONS OF EMPLOYMENT**
- Salary is $48.83 per hour to start
- Assignments are contingent upon sufficient enrollment.
- Assignments may include day, evening and Saturdays.
- 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. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.
- Letter(s) of verification of professional/occupational related experience. Letter(s) must be on company letterhead and signed by the Human Resources or Payroll Department attesting dates of employment, title, and whether or not the employment was full-time (if employment was less than full-time, letter must include an accounting of the number of hours employed.)
- 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