APPLICATION DEADLINE
This position will remain open through JUNE 10, 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 applicant’s 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 - 8/9/13 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
6/10/13

CONTINUOUS RECRUITMENT
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 the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability. In fact, the college encourages applications from all segments of qualified people.

PROFILE
The Engineering Design Technology Department is one of the 11 departments in the Technology Division. The program offers students the opportunity to learn about engineering design technology. The department works closely with our industry partners to ensure that Cerritos College students are well-prepared for the workplace.

The principal software programs used in the Department are AutoCAD, Solidworks, Inventor, and CATIA. Engineering Technology faculty are required to teach hands-on laboratory classes as well as lecture classes. The Department offers classes in the mornings, afternoons, evenings, and on the weekends. Teaching assignments may be scheduled at any of these times.

The Division and the Department are committed to student success and are, therefore, seeking a skilled, talented, and highly motivated individual to join our dedicated team of successful faculty.

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:
- Any bachelor’s degree and two years of professional experience, OR any associate degree and six years of professional experience.
- 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
- Experience using Autodesk INVENTOR or Dassault Systems CATIA or Solidworks in a professional setting.

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. A foreign transcript must be evaluated by a NACES certified agency. The web site 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