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).

**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.

**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)
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 segments of 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 Liberal Arts Division:

- Spelling /Grammar
- Basic Writing
- Introduction to Composition
- Freshman Composition
- Advanced Composition
- Literature

**PROFILE**
The English department offers a wide spectrum of courses, including developmental writing, transfer-level composition, literature and creative writing. The department promotes student success through active involvement in the Scholars Honors Program, Learning Community, the Habits of Mind Campaign, the First Year Experience program, and other initiatives. By teaching students how to read critically and write effectively, by providing students with a foundation of literary knowledge, and by creating an environment that fosters the intellectual and pedagogical advancement of faculty, the English department seeks to engender a community of learners that is curious, engaged, and sufficiently skilled to realize their personal and professional goals.

The successful candidate for this position will be assigned to teach courses that may include developmental writing and transfer-level composition.

**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:**
- Master’s degree or MFA or PhD. or ABD in English, literature, comparative literature, or composition; OR Bachelor’s in any of the above AND Master’s in linguistics or creative writing; 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 backgrounds of the student/community population.

**Preferred:**
- Teaching experience at the college or secondary level (including part-time and/or teaching assistantships).
- Training, interest and commitment to teach composition at all levels from developmental to advanced.

**CONDITIONS OF EMPLOYMENT**
- Salary is $48.83 to start.
- Assignments are contingent upon sufficient enrollment.
- Assignments 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 web site address is www.naces.org.
- 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 DEADLINE**
This position will remain open through AUGUST 8, 2013. Applications may be reviewed 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.