FULL-TIME INSTRUCTOR
BUSINESS ADMINISTRATION
(Tenure Track Position)
$58,757.00 - $90,222.00/Annual

Profile
Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college’s district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at http://www.cerritos.edu.

The Business Administration Department is one of the departments within the Business, Humanities and Social Sciences Division. The Business Administration Department offers a variety of opportunities for full-time faculty and part-time faculty to teach a broad scope of course offerings on campus, off campus, and online. The successful candidate will be joining a dedicated team of three full-time faculty members and twenty part-time faculty members who teach classes in general business, management, marketing, retail management, international business, human relations, small business, and entrepreneurship. Courses are offered for occupational, certificate, AA degree, and transfer programs. The successful candidate will be prepared to teach courses in multiple areas offered by the department and must be able to teach on-line and on ground classes.

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

Minimum Qualifications
- Master’s degree in business, business management, business administration, accountancy, finance, marketing, or business education OR Bachelor’s in any of the above AND Master’s in economics, personnel management, public administration, or J.D. or LL.B. degree or Bachelor’s in economics with a business emphasis AND Master’s in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)

- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.

Application Deadline: 5:00 pm on February 23, 2015
FULL-TIME BUSINESS ADMINISTRATION INSTRUCTOR

Closing date: February 23, 2015

Preferred

- Recent teaching experience in Business Administration at the community college level in the last 3 years or 3 years current employment in business management.
- Business supervisory or management experience.
- Experience in online teaching or willingness to participate in online teaching.
- Experience working with High School students transitioning to college.
- Experience teaching management development classes to incumbent workers.

Salary/Fringe Benefits

Salary is commensurate with education and experience. Salary rate is: $58,757.00 - $90,222.00/annual.

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash-in-lieu option available on medical insurance.)

Participation in the State Teachers’ Retirement System.

Conditions of Employment

Contract will be for 10 school months for the academic year beginning Fall Semester 2015.

Participation in a pre-service orientation and/or probationary in-service training is required.

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, submit official transcripts, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) 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 Academic Employment 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.
- Three letters of recommendation addressing recent professional experience.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

Cerritos College, Human Resources Department
11110 Alondra Blvd., Norwalk, CA 90650-6298

Application Deadline

This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is **5:00 PM on February 23, 2015**. The position 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 so that they are received not later than **5:00 PM on February 23, 2015**. 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 prior to 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, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., teaching demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates’ qualifications.

**NOTE: The office of Human Resources will be closed from December 24/14 through 01/02/15.**

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).