APPLICATION DEADLINE
This position will remain open through JULY 22, 2011. 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 the 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)

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

EQUAL OPPORTUNITY EMPLOYER

7/22/10
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 Technology Division:

**COMPUTER NUMERICAL CONTROL**

The Machine Tool Technology (MTT) department is one of the departments within the technology division. The department offers a variety of opportunities for full-time and part-time faculty to teach a broad scope of subjects related to Machine Tool Technology. The successful candidate will be joining a team of one full-time and from 4 to 7 part-time faculty in the department. The Machine Tool Technology faculty at Cerritos College teaches courses related to manual machining and setup, Computer Numerically Controlled (CNC) machining and setup, computer assisted machining using MasterCam and Virtual Gibbs, computer assisted inspection using Verisurf and a variety of support classes such as CNC blueprint, blueprint reading and shop math. The department serves students that have little or no experience in machining as well as students with extensive experience that are currently working in the field. The successful candidate should be prepared to teach any course offered by the department but if a candidate is has expertise in one of the fields described above, their candidacy will be welcomed.

**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:
- Associate’s degree and six years of related full-time experience OR Bachelor’s degree in a related field plus two years of related full-time experience OR the equivalent. Experience may include vocational work experience and/or teaching experience in the area. (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.

**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 (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