**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)
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 Business Education Division:

BUSINESS ADMINISTRATION

PROFILE
The Business Administration Department is one of the departments within the Business Education 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, hybrid, and online. In addition, the department offers individuals an opportunity for personal growth and personal fulfillment. Successful candidates will be joining a dedicated team of 3 full-time faculty members and 14 part-time faculty members who teach classes in general business, management, marketing, retail management, international business, human relations, small business, and entrepreneurship for Occupational, AA degree, and transfer programs. The successful candidate should be prepared to teach any course offered by the department. Must be able to teach on-line and on ground classes. Must be available to teach classes on campus and online to hold this position.

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 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 JD or LL.B. degree OR Bachelor’s in economics with a business emphasis AND Master’s in personnel management, public administration, or JD or LL.B. degree OR the equivalent.

Preferred:
Three years teaching experience in Business Administration at the community college level in the last 5 years, or 3 years current employment in business management. Experience in online teaching or willingness to participate in online teaching.

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.
- 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

APPLICATION DEADLINE
This position will remain open through MAY 13, 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.