APPLICATION DEADLINE

This position will remain open through December 23, 2015. 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 a 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: www.cerritos.edu/hr

Human Resources Hours:
8:00 AM - 5:00 PM (Monday through Friday)

NOTE: The office of Human Resources will be closed from 12/24/14 through 01/02/15.
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, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In fact, the college encourages applications from all segments of qualified people.

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 www.cerritos.edu.

The Anthropology Department is in the Business, Humanities, and Social Sciences Division and offers a variety of opportunities for faculty, including a broad scope of course offerings. The successful candidate will be joining a vibrant team of 46 full-time faculty members and over 120 part-time faculty members in the Division.

Anthropology faculty at Cerritos College not only teach anthropology but also mentor students. Faculty may participate with student clubs that support activities on campus including the Anthropology Club. Faculty often mentor students in independent research courses or an honors project. The Anthropology Department serves transfer majors, GE transfer students, and AA degree students. The department offers an AA degree in Anthropology.

The successful candidate will be expected to teach Physical Anthropology Lab, Physical Anthropology, and Cultural Anthropology, of which the latter two are core courses in the field of Anthropology. Additional courses the successful candidate might also teach are Introduction to Archaeology; Introduction to Language and Culture; Magic, Witchcraft, and Religion; The Maya, Aztec, and Inca; Native Peoples of North America; or The Anthropology of Sex and Gender, as needed. The Anthropology Department works to keep its curricula current and to address the needs and interest of its students.

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 Ph.D. in anthropology or archaeology OR the equivalent.
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student/community population.

Preferred:
- Broad training in Anthropology particularly in Physical Anthropology with an emphasis in the Old World.
- Earned Ph.D. or ABD in Anthropology from an accredited college or university.
- Ability to use technology for research and as an instructional tool.
- Ability to teach a Physical Anthropology lab class.
- Two years of recent, successful teaching in lower-division Anthropology courses at the post-secondary level.

CONDITIONS OF EMPLOYMENT

- Salary is $53.29 per hour to start.
- Assignments are contingent upon sufficient enrollment.
- Assignments include day and evening classes.
- Individuals who are offered employment shall be

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.
- 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

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