APPLICATION DEADLINE

This position will remain open through July 30, 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 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 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 - 5:00 PM (Monday through Friday)

HR SUMMER Hours:
May 26-August 8, 2014
8:00 AM - 5:00 PM (Monday through Thursday, closed on Fridays)

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).
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

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 regionally 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 backgrounds of the student, community and employee population.

Preferred:

- Teaching experience at the college 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 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 or within the last 60 days if not previously employed in a school district in California) 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 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 the date the degree was conferred. A foreign transcript must be evaluated by a NACES certified agency. The website 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