APPLICATION DEADLINE

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 August 13, 2015. This opportunity may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials as soon as possible. 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 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)

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.

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, Humanities and Social Sciences Division:

**PSYCHOLOGY**

**PROFILE**

The Psychology Department is in the Humanities/Social Sciences Division and offers a variety of opportunities for faculty; including a broad scope of course offerings. In addition to teaching courses, faculty may participate with student clubs that support activities on campus, including Psi Beta, Psychology Club and Active Minds. Faculty often mentor students in independent research courses or honors projects. The Department serves Psychology transfer majors, GE transfer students and AA degree students, and works to keep its curriculum current to attract the needs and interests of this broad range of students. Furthermore, the Psychology Department offers the Mental Health Worker Program, a program that offers a certificate or AA degree /transfer in Mental Health, training students in helping individuals with mental health issues. This program may be a terminal vocational and/or transfer program.

**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 or PHD in psychology OR the equivalent. (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, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.

**Preferred:**

- Teaching experience at the community college level.
- Experience in teaching psychology.
- Mentoring of students.

**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 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 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