APPLICATION DEADLINE
This position will remain open through NOVEMBER 4, 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 PROCEDURE
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.

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)

Equal Opportunity Employer
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:

**REAL ESTATE**

**PROFILE**
The Real Estate Department is one of the departments within the Business Education Division. This department offers a variety of courses for part-time faculty to teach as live lecture with the possibility of additional classes available online in the future. The successful candidates will join a dedicated team of other adjunct faculty members and the Real Estate Department Chair. Classes will include Real Estate Principles, Real Estate Practice, Real Estate Finance, Fundamentals of Escrow, Introduction to Real Estate Software, Legal Aspect of Real Estate, Introduction to Real Estate Appraisal, Real Estate Property Management, Real Estate Occupation Work Experience/Career Internship, Mortgage Loan Brokering and Lending, Common Interest Development, and Real Estate Investments. The successful candidate should be prepared to teach any course offered by the department. 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:**
- Any Bachelor’s degree and two years of experience, OR any associate degree and six years of experience; AND a current sales person’s real estate license, a broker’s license or an appraisal license.
- Two years teaching experience.
- 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.

**Preferred:**
- Community college teaching experience in Real Estate subjects.
- Bachelor’s degree in an area traditionally associated with the subject matter of Real Estate, such as Business, Economics, Marketing, Accounting, or Finance.
- A minimum of 3 years experience in Real Estate transactions.

**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. A foreign transcript must be evaluated by a NACES certified agency. The web site address is www.naces.org.
- 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