APPLICATION DEADLINE
This position will remain open through JUNE 21, 2012. 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 - 4:30 PM (Monday through Friday)

*Special Note: During the period May 23, 2011 thru August 5, 2011 the Human Resources office hours are 8:00 AM to 4:30 PM (Monday thru Thursday, the office will be closed on Fridays.

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298
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 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 Liberal Arts Division:

SPEECH

PROFILE

The Cerritos College Speech Communication Department offers a wide variety of learning opportunities to meet the needs of a diverse student population. Students may take speech courses to meet their general education and transfer requirements in the areas of Oral Communication, Humanities, Critical Thinking and Social Sciences. Additionally, students are able to participate in the department's award winning forensics program and take advantage of its Certificate of Achievement and Transfer AA Degree.

In accordance with the National Communication Association’s mission, the Cerritos College Speech Communication Department seeks to promote the widespread appreciation of the importance of communication in public, professional, and private life, the application of competent communication to improve the quality of relationships, and the use of critical thinking and knowledge about communication to solve problems.

Course offerings include: interpersonal communication, intercultural communication, oral interpretation, public speaking, organizational communication, small group communication, storytelling, and argumentation and persuasion. The successful candidate for this position may be assigned to teach a variety of these courses.

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 speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication, or organizational communication OR Bachelor’s in any of the above AND Master’s in drama/theater arts, mass communication, or English OR the equivalent.
- 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.

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