Letter(s) of verification of professional/occupational related experience. Letter(s) must be on company letterhead and signed by the Human Resources or Payroll Department attesting dates of employment, title, and whether or not the employment was fulltime (if employment was less than full-time, letter must include an accounting of the number of hours employed.)

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

APPLICATION DEADLINE

This position will remain open through MARCH 27, 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 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: 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).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

Equal Opportunity Employer
3/27/14

PART-TIME INSTRUCTOR OPPORTUNITIES

WELDING
CONTINUOUS RECRUITMENT
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 Welding Department is one of the departments within the Technology Division. It is recognized as one of the largest and most respected welding programs in the State. The Program offers students the opportunity to earn multiple hands-on American Welding Society certifications, welding licenses, four certificates of achievement as well as an AA degree. Welding faculty are required to teach both hands-on laboratory classes as well as lecture classes. Laboratory classes require instruction in all commonly used welding processes including: SMAW, FCAW, GTAW, GMAW, and metal cutting processes including: AAC, OFC, and PAC. These processes are used to weld and cut steel, stainless steel, aluminum, sheet metal to one-inch thick plate and various sizes of pipe.

Faculty teaching laboratory classes also provide instruction in structural steel fabrication, pipe layout, the use of metal fabrication equipment including: metal cutting hydraulic shears, iron workers, brakes, tube benders, drills, sanders, and grinders. Lecture classes require instruction in welding licensing, various code books, blueprint reading, and welding fabrication math. The Department offers classes mornings, afternoons, evenings, and weekends. For this reason teaching assignments may also include all of these various times. The Program is committed to student success and is therefore seeking a skilled, talented, and highly motivated individual to join our dedicated team of successful faculty.

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 associate’s degree and six years of related full-time experience; OR bachelor’s degree and two years of related full-time experience; 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, and ethnic background of the student/community population.

Preferred:

- All experience must have taken place in the past ten years and may include vocational work experience and/or teaching experience in the area.
- Teaching experience at the community college level
- Bachelor’s degree from an accredited college or university.
- L.A. City Structural Steel Welding License.
- AWS SMAW Structural Steel Certification.
- AWS FCAW Structural Steel Certification.
- American Welding Society Certified Welding Inspector (CWSI).
- American Welding Society Certified Welding Educator (CWE).
- ASME Sec. IX High Pressure Pipe Welding Certification.

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 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/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.

PAC.