APPLICATION DEADLINE
This position will remain open through SEPTEMBER 7, 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)

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Equal Opportunity Employer
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 Health Occupations Division:

PHARMACY TECHNOLOGY
INTRODUCTION TO PHARMACY TECHNICIAN
PHARMACY OPERATIONS
PHARMACEUTICS
OVER THE COUNTER PRODUCTS
PHARMACOLOGY

PROFILE
The Pharmacy Technology Department is in the Health Occupation Division and offers coursework leading to the Pharmacy Technician certificate/degree. The successful candidate(s) will be added to the Department’s group of qualified applicants and will be eligible to teach should sections become available. The Cerritos College Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists (ASHP). The successful candidates will be teaching classes in the area of their expertise.

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:
• Bachelor’s degree and two years experience; OR Associate’s degree and six years of experience. Experience may include vocational work experience and/or teaching experience in the area. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
• Possession of a valid California State Board of Pharmacy issued Pharmacy technician or Pharmacy license.
• 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:
• Completion of a minimum of six (6) semester units of graduate or upper division level coursework in teaching techniques or methodology.
• Teaching experience at the community college level.
• In-patient and out-patient pharmacy experience.
• Familiarity with computer systems used in pharmacy operations.
• PTCB (Pharmacy Technician Certification Board) Certification.
• Membership in the American Society of Health-System Pharmacists.

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 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