All above materials are to be submitted to the following address by the application deadline.

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

SELECTION PROCEDURE

Following the closing date, applications will be reviewed to ensure accuracy and completeness, and to evaluate qualifications, etc. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by a selection committee for final selection and recommendation for employment.

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
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

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).

Equal Opportunity Employer

Recruitment Extended Until January 9, 2015
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**

Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at www.cerritos.edu.

The Program Facilitator will work in the Adult Education and Diversity Programs department, under the supervision of the Associate Dean. The Adult Education department offers noncredit courses for students in English as a Second Language, citizenship, older adult program, apprenticeship, workplace skills, and basic skills, including math, English and High School Equivalency test preparation. The Adult Education department also provides workshops and trainings for care givers of foster youth.

The Program Facilitator will oversee the activities for the Adult Education FKCE (Foster Kinship Care Education) and Apprenticeship Programs. The successful candidate will plan, organize, lead, and coordinate the tasks and activities associated with both of these grant-funded programs. The FKCE and Apprenticeship programs offer support services, classes and trainings year round to students and community members participating in these programs.

The Program Facilitator will work to support the success of all program objectives and mandated requirements. The successful candidate will participate in a variety of campus/collage, education, and grantee committees and functions that promote student retention and achievement.

**DUTIES AND RESPONSIBILITIES**

A job description with duties and responsibilities, knowledge, skills and abilities for this classified position can be found on the Human Resources page of the college website at http://cms.cerritos.edu/hr/jobscsea.htm. Candidates are advised to review this job description.

**EMPLOYMENT STANDARDS**

**Education and Experience:**

The position requires a Bachelors Degree in a behavioral science, social science, business, education, or a related area. Four years of experience in outreach program coordination, preferably in higher education, recommended but not required.

**SALARY/FRINGE BENEFITS**

- Grade 38 on District Salary Schedule ($4,177.00 - $5,024.00/month).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000).
- Participation in the Public Employees Retirement System and Social Security.

**CONDITIONS OF EMPLOYMENT**

- Hours: 8:00 am - 4:30 pm (Monday - Friday)
- This is a full-time 12 - month classified position.
- Initial placement of employees on Classified Salary Schedule is at Step 1. After six months of successful probationary employment, employee is placed on Step 2.

- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice, 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.

**APPLICATION DEADLINE**

This position is open until filled, but the priority date for an application to be considered in the initial selection committee review is 5:00 PM on January 9, 2015. The position may close for consideration of applications on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received not later than 5:00 PM on January 9, 2015. 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.

**APPLICATION PROCEDURE**

Interested applicants must submit:

- Letter of application indicating how you meet the required education and experience required for this position
- Completed District Classified Employment Application (www.cerritos.edu)
- Résumé of educational background and experience.