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

HR SUMMER Hours:
May 25-August 7, 2015
8:00 AM - 5:00 PM
(Monday through Thursday, closed on Fridays)

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
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/jobs/csea.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.
- Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.
- 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 September 22, 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 September 22, 2015. It is the applicant’s responsibility to ensure that all application materials are received.

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.
- 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.
- One letter of recommendation

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

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