APPLICATION DEADLINE
Open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is 4:30 PM on JANUARY 31, 2011. This opportunity may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials as soon as possible. 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.

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)

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).

PART-TIME INSTRUCTOR OPPORTUNITIES

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

 Equal Opportunity Employer
12/16/10

THEATRE ARTS
Effective: Spring Semester 2011
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 segments of qualified people.

Applications are being accepted to develop a list of qualified candidates for possible part-time teaching assignments in the Fine Arts/Communications Division:

**TECHNICAL THEATRE/COSTUMING**

**PROFILE**
The Theatre Arts Department is one of five departments within the Fine Arts and Communications Division. It offers coursework leading to the Associate Degree with an emphasis in either acting or technical theatre. The department also includes the Portable Entertainment Technology program, which trains students to work with lighting and sound for outdoor productions, and the Film program. The department mounts five stage productions each year—two in the fall, two in the spring (the second of which is always a musical), and a summer production of student-written one-act plays. 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 successful candidate(s) 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)

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**QUALIFICATIONS**

**Required:**
- Master’s degree in drama/theatre arts/performance; OR Bachelor’s degree in drama/theatre/performance AND Master’s degree in comparative literature, English, speech, literature, or humanities; 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.
- Commitment to community college objectives of providing instruction for students whose abilities and interests cover a wide range.

**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.

**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.

**Preferred:**
- Community college teaching experience.

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

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