SANTA CLARITA COMMUNITY COLLEGE DISTRICT

COLLEGE OF THE CANYONS
Announces Employment Opportunities
For Adjunct (Part-Time) Instructors for:

Noncredit Citizenship Instructor Eligibility Pool

Availability needed: Valencia campus / Canyon Country Campus
Deadline to apply: Not Applicable.

We are accepting applications on an on-going basis for future consideration into the Eligibility Pool. When no review date is listed for an Adjunct Instructor position, the position is open until filled. Your application cannot be considered until all required documents have been received. Incomplete applications will be kept open for 30 days from the date the application is initially received. Applications that are incomplete after 30 days will not be considered.

QUALIFICATIONS
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Bachelor’s degree or better in any discipline and six (6) semester units in American history and institutions.

AND the ability to demonstrate clear evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. College of the Canyons prefers to hire faculty with demonstrable skills in academic computing and classroom use of computers.

Please note:
• Teaching and occupational experience may be combined to total the required number of full-time years of experience.
• Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
• A teaching demonstration may be required at the interview stage.
• From time to time the equivalencies accepted by departments change. If you are qualifying under an equivalency, please note that if hired you must qualify under the established minimum qualifications or department equivalency(ies) in place at the time of hire.
CONDITIONS OF EMPLOYMENT

Assignments may include Monday through Friday (day and evening), as well as Saturday classes.

Salary Rate: $37.50 per hour.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential/transcripts, background fingerprint clearance, tuberculosis screening, proof of eligibility to work in the United States (College of the Canyons hires only individuals lawfully authorized to work in the United States) and Board of Trustees approval as required.

APPLICATION INSTRUCTIONS

All materials listed below are required for your application packet to be considered complete. All application materials must be uploaded online or received by the Human Resources Department, located in the University Center, Suite 360. College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California 91355.

- District ACADEMIC Application.
- Current detailed resume summarizing education and experience.
- College transcripts verifying educational degree(s) and/or coursework required for the position. Unofficial or copies of transcripts may be submitted for application purposes; however, official transcripts must be submitted before hiring. Copies of college diplomas are not acceptable in lieu of transcripts. **Important note on minimum education requirements**: Units and/or degree(s) earned must have been awarded by a college or university accredited by an agency recognized by the American Council on Post-Secondary Education. The candidate is responsible for providing equivalency evaluation recognized by the District for degrees and/or units earned outside the United States, degrees from a college or university not accredited by an agency recognized by the American Council on Post-Secondary Education, or if degree is not in the exact discipline required.

It is the applicant’s responsibility to ensure that the official application packet is fully and correctly completed. All materials submitted become the property of the District. Materials will not be returned, copied or considered for other openings.

SELECTION AND ELIGIBILITY POOL PROCESS

Positions are open until filled. The above position represents the anticipated need for the upcoming semester(s) or the eligibility pool. The department may review materials at anytime based on enrollment needs and the Human Resources Office will contact selected applicants for the interview process. Only completed application packets that meet the minimum qualifications or established equivalency will be considered. Qualified applicants who successfully complete the selection and interview process will be placed in the eligibility pool and may be eligible for adjunct employment with the District anytime within the next 36 months.
EQUAL EMPLOYMENT POLICY

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3428.