



Employment Opportunity

Laboratory Instructional Assistant I

CL09-28 (40% categorically-funded Reading Center
classified hourly assignment)

Apply by: 4:00 p.m., Thursday, November 12, 2009

About the position:

The currently advertised 40% classified hourly assignment will perform duties for the Reading Center at the Aptos campus. A Laboratory Instructional Assistant position eligibility pool may be established in order to fill other part-time or substitute assignments as needs arise.

Examples of Duties:

Under the general supervision of the Director of the Reading Center, in collaboration with the Dean of Business, English and Language Arts:

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors' directions
- Develops and presents learning materials and instructional exercises to individuals and groups
- Tutors students individually and/or in small groups to reinforce class material
- Coordinates materials, equipment, facilities and supplies for classes; may conduct laboratories, workshops, orientations and meetings
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, laboratories, workshops and supplemental tutoring sessions
- Trains students and others in the use of specialized equipment, including computer hardware and software, or procedures and processes
- Prepares, administers and scores tests and examinations
- Answers student questions and advises regarding class assignments
- Provides, assists in completing and processes various forms, certificates and other documents
- Maintains physical environment and condition of facility and its equipment
- Schedules students, tests, meetings and facilities
- Maintains student records and other detailed records such as budget, financial and attendance records
- Maintains an inventory of and requisitions supplies and equipment
- Maintains the security of special, technical or hazardous supplies and equipment
- Operates standard office equipment and instructional media
- Prepares periodic and special reports
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date
- Assists in the recruitment and selection of student assistants and provides instruction in work procedures
- Performs related duties as required or assigned

Minimum Qualifications:

Equivalent to completion of two years of college with major coursework in English which will provide the knowledge and skills of the Reading Center program and two years of experience in **EITHER** educational support work which has included interaction with students in a classroom or tutorial setting, **OR** work in the program area to which assigned.

Please Note: Additional experience as outlined above may be substituted for the education on a year for year basis and/or additional education may be substituted for the experience on a year for year basis.

Knowledge:

- Principles, theories, practices, methods and equipment of the Reading Center
- Safety practices related to the Reading Center
- Basic instructional methods and procedures above a high school level
- Standard office practices and procedures including filing, the operation of office equipment, including personal or on-line computers
- Correct English usage, including punctuation, spelling
- Techniques for communicating with individuals of diverse academic, ethnic, socio-economic and cultural backgrounds
- Business mathematics

Skill in:

- Operating and training others in the use, equipment and procedures used in the Reading Center
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students

- Coordinating multiple projects and meeting deadlines
- Maintaining accurate records, files and databases
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Understanding and following oral and written instructions

Salary:

*\$16.32 to \$17.99 per hour to start; seven step schedule to \$21.86 per hour. Part-time, (40%) categorically-funded classified hourly assignment, 8 months per year, Monday through Thursday, 16 hours per week, to be determined in accordance with program needs. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual's previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

This 40% classified hourly assignment is not eligible for insurance-related benefits or PERS retirement benefits

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply:

Application forms may be obtained through the Human Resources web site: <http://www.cabrillo.edu/services/hr/apps/index.html> **OR** at the office location noted below.

Cabrillo College, Human Resources Department
 6500 Soquel Drive, Aptos, CA 95003
 Phone: (831) 479-6217
OR FAX to: (831) 477-3545

***EACH APPLICANT MUST SUBMIT:**

- Completed and signed Cabrillo College application
- Resume – job related
- One to three recent letters of recommendation which address the candidate's ability to perform the duties of this position
- Criminal History Inquiry Supplemental to Application
- Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.*)
 - Transcripts from all colleges attended (copies are acceptable) to demonstrate the qualification re: college coursework listed in this announcement **OR** official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

OR

Verification of experience qualifications:

- Experience may be substituted for the education requirement on a year-for-year basis. Applicant must provide written evidence that proves additional experience is equivalent for purposes of substitution.

***If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure :

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exercise(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline: All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Thursday, November 12, 2009. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.