Employment Opportunity
Laboratory Instructional Assistant I
CL07-13 (extended deadline)

Initial Screening of the position begins Wednesday, June 27, 2007, and applications will be accepted until the position is filled

About the Position
This half-time assignment will perform duties in the Construction & Energy Management (CEM) program at the Aptos and Watsonville campus locations, as well as other offsite locations where CEM labs are conducted. An eligibility pool may be established in order to fill other CEM Laboratory Instructional Assistant assignments as needs arise. The currently advertised position requires bilingual skills in Spanish/English. Additional potential positions may or may not require this ability.

Examples of Duties
Under direction of the Construction & Energy Management (CEM) Program Chair, in collaboration with the Dean of Natural & Applied Sciences (NAS):

- 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 including driving to local suppliers to obtain necessary materials for various CEM construction projects and 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 session
- 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 students’ 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; keeps other detailed records such as budget, financial and attendance records; keeps 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 directs work of such staff and provides instruction in work procedures.
- Performs related duties as required and/or assigned
Qualifications

Equivalent to completion of two years of college with major coursework in Construction & Energy Management which will provide the required knowledge and skills 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 of:

- Principles, theories, practices, methods and equipment of residential construction procedures
- Safety practices related to tools and equipment used in the residential construction processes
- 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 Construction & Energy Management program
- 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

Other Requirements:

- Bilingual skill in English/Spanish
- Possession of or ability to obtain California Class B driver’s license within first six months of employment
- Participates, as requested, in various construction-related training and certification opportunities that directly relate to the position
Salary

$1360.59 to $1500.63 plus shift, weekend differential & bilingual stipend per month to start; seven step schedule to $1824.59 per month. Half-time, 10 months per year; Tuesdays, 12:30 p.m. to 9:00 p.m., Fridays, 1:00 p.m. to 5:00 p.m. and Saturdays, 8:00 a.m. to 4:30 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. Salary and benefits are subject to proration based on beginning date of assignment.

*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, education and/or relevant other credentials or factors as may be determined upon submission of appropriate written documentation.

This half-time 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
Fax: (831) 477-3545

Postmarks or E-mail transmittals are not accepted

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application
b) Resume – job related
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) 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) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.
e) Copy of current California Class B driver’s license, if available
f) Current DMV printout
g) Criminal History Inquiry Supplemental to Application

*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.

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  Initial Screening of application will begin Wednesday, June 27, 2007, and applications will be accepted until the position is filled. (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.