



Employment Opportunity

Learning Communities/First Year Experience Specialist

*CR09-05 - - Categorically-funded, pursuant to Ed Code 87470

Apply by: 4:00 p.m., Thursday, January 7, 2010

About the position:

The Learning Communities/First Year Experience Specialist is a grant-funded faculty position that assumes responsibility for development and implementation of the Summer Bridge, learning communities and supplemental instruction components of the First Year Experience program funded by the Title V grant.

Position Description:

Under the supervision of the Title V Activity Director/Curriculum Specialist or designee:

- Plans, organizes, evaluates and coordinates activities leading to the accomplishment of the program objectives
- Serves as primary resource to program faculty and support staff
- Trains, supervises, schedules and oversees the work of supplemental instruction leaders, including students and classified staff
- Works with Integrated Learning Center staff to implement the supplemental instruction model
- Works with faculty and staff to plan, develop, schedule and recruit Summer Bridge program participants; may be required to drive to various campus locations
- Supervises and evaluates Summer Bridge program activities
- Prepares correspondence, reports and other written materials related to the work performed; and maintains accurate records and files
- Establishes and maintains effective relationships with internal and external partners
- Works with faculty in development of the learning community schedules
- Works with appropriate administrator regarding scheduling learning community classes
- Monitors participants' progress and assists in the resolution of problems or complains, when necessary.
- Participates in college committee and task force meetings as required or assigned
- May provide bilingual services to monolingual and limited English speaking program participants
- Performs related duties as required and/or assigned

Minimum Qualifications:

- **Required Education from a U.S. Department of Education recognized accredited organization:**
Meet state minimum qualifications of a discipline requiring a **master's degree OR** Valid California Community College instructor credential **OR** the equivalent
- Three years of successful experience in teaching, curriculum development, summer bridge programs, counseling, student instructional support and/or supplemental instruction
- Demonstrated commitment to serving students from diverse backgrounds, interests, goals and abilities
- Experience working with community and/or professional organizations

Equivalency:

Candidates without the specified degrees listed above must complete and submit an Application for Equivalency Determination. Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and application for equivalency forms may be obtained at www.cabrillo.edu/services/hr/app/index.html.

Required Knowledge and Abilities:

- Principles of program coordination, organization and administration
- Computer and word processing applications related to the work
- Principles of cultural competence and techniques for working with individuals from diverse academic, ethnic, socioeconomic and cultural backgrounds
- Work independently and collaboratively as part of a team
- Exercise sound judgment in planning, organizing, evaluating and within established guidelines

- Coordinate multiple projects, set priorities and meet critical deadlines
- Effectively use word processing, spreadsheet, and database software, email and Internet applications
- Exhibit and apply effective leadership and supervisory skills
- Make effective public presentations
- Consistently perform effectively under the pressure of deadlines and other assignment requirements
- Experience with first year experience and/or supplemental instruction programs, preferable at the community college level

Required Professional Expertise:

- Knowledge of and commitment to teaching strategies and methods which enhance student success at community colleges
- Effective oral and written communication skills
- Demonstrated ability to perform the duties effectively as described above (presentation may be part of the interview)
- Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- Ability to work cooperatively and effectively with others

Other Requirements:

- Must possess at time of hire and maintain a valid California Class C driver's license and a safe driving record
- Must be willing to work days, evening and weekends at various campus locations

Desired Qualifications:

- California Community College instructor credential OR meet the state minimum qualifications in math, reading, English or English-as-a-Second Language (ESL) OR the equivalent
- English/Spanish bilingual ability
- Knowledge of bilingual/bicultural populations and other traditionally underrepresented in higher education
- Experience in outreach program development efforts
- Experience as a trainer in order to present concepts, communicate information and provide meaningful feedback
- Experience in academic and/or personal counseling

Starting Salary:

\$50,068 to \$76,801 per year, depending on education and experience; maximum initial salary step placement on the faculty salary schedule is step 9. Cabrillo College provides a doctoral stipend of \$3,343 per year for eligible faculty. Full-time, categorically-funded 175-day assignment during fall and spring semesters with an additional 20 days to be worked in conjunction with the Summer Bridge program. Position scheduled to begin Spring 2010, pending continued categorical funding and Governing Board ratification.

Cabrillo College currently provides a benefit stipend up to \$7,832 per year for employee only and up to \$14,999 for employee plus one dependent, and \$20,686 for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

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
- Cover letter which describes how your background and experience best qualifies you for this position
- Job-related resume
- 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 requested
 - Copy of teaching credential, front and back (if applicable)
- Supplemental Application for Equivalency Determination and supporting documentation. (*This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications OR possess and submit copy of a valid lifetime credential.*)
- Supplemental Questionnaire for Faculty Bilingual Candidates (if applicable)

- g) Copy of valid California Class C driver's license
- h) Current DMV print-out
- i) Three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position
- j) 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. Meeting minimum qualifications does not ensure an interview. Therefore, it is critical that candidates submit a detailed and complete application. The application will be used to assess each candidate's qualifications and determine the possible match between qualifications and the assignment. A limited number of candidates will be invited for an interview slated for January 2010.

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, January 7, 2010.**
(Postmarks or e-mail transmittals are not accepted.)

Please Note: Cabrillo College will be closed beginning Thursday, December 24, 2009 and will reopen on Monday, January 4, 2010, for the receipt of application materials.

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.

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