Employment Opportunity

Accounting Instructor
CR13-02 (Tenure Track Position)

College Web Address: www.cabrillo.edu

Extended Application Deadline: Tuesday, May 21, 2013

Starting Salary Range: $50,068 to $76,801 per year, placement 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 contract faculty.

Benefits: Cabrillo College currently provides a benefit stipend that employees apply towards their benefit selections for medical, dental, life and long-term disability insurance.

Days Per Year: Faculty enjoy a 175-day work schedule.

Beginning Date: Position scheduled to begin Fall semester 2013, pending funding and Governing Board ratification. Assignment may include distance education courses and may be at various campus locations; days, evenings, and/or weekends.

About Cabrillo College

Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 14,000 students. Cabrillo College transfers many of its students to three nearby universities – the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. At Cabrillo’s Watsonville Center, a Green Technology Center opened in Fall 2012 and serves as a teaching facility, built to platinum-level Leadership in Energy and Environmental Design (LEED) standards. Construction is currently underway in renovating classroom facilities based on a five-year federal grant from the Department of Education, specifically geared towards program development at Hispanic-Serving Institutions for science, technology, engineering and math.

Faculty at Cabrillo College have a long history of shared governance and participation in all levels of decision-making at the college. Cabrillo provides an opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.
About the Community

Santa Cruz County is located on California’s Central Coast, 65 miles south of San Francisco and 35 miles north of Monterey. Santa Cruz County boasts a rich cultural life and numerous recreational opportunities and residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland.

Approximately 33% of Cabrillo College students are from underrepresented populations, with 30% Hispanic or Latino. To increase outreach to this population, Cabrillo established a center in Watsonville, where Hispanics and Latinos are 80% of the population. This population is the fastest growing group in Santa Cruz County. The college is particularly interested in candidates who possess academic or life experiences that enhance teaching in a multicultural context.

About the Department

The Accounting/Finance department is part of the Business, Accounting and Real Estate cluster which is part of the Business, English, and Language Arts division. The Accounting/Finance department offers a skills certificate and a certificate of proficiency designed to qualify students for entry-level employment and/or career advancement. In addition, the department offers an Associate in Science degree which can be earned by completing the core certificate courses and General Education requirements. The department offers various degree and transferable courses in an online or hybrid (in class and online) format in addition to regular lecture format.

Position Description

The full-time faculty member will be required to teach fifteen units per semester in accounting and/or finance area including but not limited to courses in Financial Accounting, Managerial Accounting, Peachtree, Income Tax, Bookkeeping, and QuickBooks. These classes will be in a traditional “in class” setting, online or hybrid format. In addition, faculty are expected to actively participate in curriculum development, program planning, and serve on college governance committees.

Qualifications

Required Education from a U.S. Department of Education recognized accredited organization and licensure qualifications:
* Master’s in accounting or business administration with accounting concentration
OR
Bachelor’s in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master’s in business, business administration, business education, taxation, or finance
OR
The equivalent
OR
A lifetime California Community College Instructor Credential in Accounting.

(Note: A Bachelor’s degree with a CPA license is an alternative qualification for this discipline, pursuant to title 5, section 53410.1.)

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/apps.html.
*Note: Graduate students currently working on a Master’s degree are encouraged to apply, with the understanding that the degree **must** be completed and confirmed by July 1, 2013.

**Required Professional Expertise:**
1) Knowledge of and commitment to teaching strategies and methods which enhance student success at community colleges.
2) Effective oral and written communication skills.
3) Demonstrated ability to teach the courses or perform the duties effectively as described above (teaching demonstration will be part of the interview).
4) Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
5) Ability to work cooperatively with others.
6) Interest and willingness to teach online courses.

**Desired Qualifications/Performance Expectations:**
1) Master’s degree in Accounting.
2) Certified Public Accountant (CPA) license.
3) Recent successful experience teaching Accounting online or as a hybrid class at the post-secondary level.
4) Expertise and interest in teaching the full spectrum of community college Accounting courses.
5) Experience with or willingness to explore innovative teaching methodologies.
6) Experience teaching diverse populations of students.
7) Experience developing and marketing new programs to diverse populations.
8) Innovative ideas to expand the program.

**Selection Process**
A committee will review complete applications. 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 late May 2013.

**How to Apply**
Application forms may be obtained through Cabrillo’s web site: www.cabrillo.edu/services/hr/appsh.html OR from the address below:

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831) 479-6217  
**OR Fax** to (831) 477-3545
To be considered, each candidate **MUST SUBMIT**:

1) Completed and signed Cabrillo College Academic Employment Application.
2) Cover letter, which states how the candidate specifically meets the qualifications.
3) Job-related resume.
4) 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. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
   - Copy of Teaching Credential, front and back (if applicable).
5) 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.*)
6) Three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position.
7) A brief statement (not to exceed two pages, double spaced) describing your teaching experience and philosophy as it relates to the overall Community College philosophy, including your reasons for selecting teaching as a career.
8) Criminal History Inquiry Supplemental form.

*If any of the required materials are not submitted with your application packet, your application 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.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted and cleared, 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 Tuesday, May 21, 2013. *(E-mail transmissions and postmarks will NOT be 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.*