Employment Opportunity

Accounting and Finance Instructor
CR06-03 (Temporary, part-time assignments)

Apply by: Thursday, March 30, 2006 at 4:00 p.m.

Example of Teaching Assignments
Teach accounting classes, including but not limited to:

- Accounting 1A – Financial Accounting
- Accounting 1B – Managerial Accounting

Qualifications Required:
1. Meet state minimum qualifications, OR, equivalent, OR possess a lifetime California Community College credential in Accounting (refer to attachment as it relates to state minimum qualifications and equivalency).
2. Knowledge of and commitment to teaching strategies and methods, which enhance student success at community colleges.
3. Effective oral and written communication skills.
4. Demonstrated ability to teach the courses or perform the duties effectively as described above (a teaching demonstration may be part of the interview).
5. Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
6. Ability to work cooperatively with others.

Desirable:
1. Recent, successful teaching experience in the accounting.
2. Knowledge of and experience with electronic spreadsheets.
3. Knowledge of and experience with computer software such as Quickbooks and Peachtree.
4. Experience with or willingness to explore innovative teaching methodologies including performance-based assessment, demonstrated competencies, integrated curriculum, collaborative learning and problem solving, and use of technology (i.e. multimedia, presentation software, Internet research or communications, etc.).

Please Note: To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they relate to the qualifications listed.

Starting Date
Assignment(s) scheduled to begin Fall semester, 2006 pending funding and administrative approval.

Salary
$939 - $1,441 per teaching unit, per semester, depending on education and experience. Cabrillo College provides a doctoral stipend of $63 per unit for eligible adjunct faculty. One to two classes; up to six teaching units per semester. Assignments may be at various campus locations; days, evenings, and/or weekends; hours to be arranged.
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

E-mail transmittals and postmarks are not accepted.

*EACH APPLICANT MUST SUBMIT:
1) Completed and signed Cabrillo College application.
2) Job-related resume.
3) One to three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position.
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 required.
   ▪ Copy of Teaching Credential, front and back (if applicable).
5) Supplemental Application for Equivalency Determination. (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) Criminal History Inquiry Supplemental application form.

*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  A search committee will review application materials. On the basis of appraisal of qualifications as documented by application materials submitted, the search committee will invite applicants for interview. If the candidate does NOT possess an applicable community college credential or the specific degree(s) listed on the next page under "State Minimum Qualifications," then he/she MUST provide evidence of equivalency as described under "Equivalency Requirements." An eligibility pool may be established.

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 their Social Security card upon hire.

Application Deadline  All application materials MUST be received in the Human Resources Department by:
Thursday, March 30, 2006 by 4:00 p.m. (E-mail transmittals and postmarks 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.*
Accounting and Finance Instructor
CR06-03 (Temporary, part-time assignments)

Apply by: Thursday, March 30, 2006 at 4:00 p.m.

State Minimum Qualifications and
Equivalency Requirements (whichever is applicable)

State Minimum Qualifications

**Accounting:**

- **Master's Degree** in accountancy or business administration with an accounting concentration **OR**
- **Bachelor's Degree** in business with accounting emphasis or business administration with accounting emphasis **OR** economics with an accounting emphasis **AND**
- **Master's Degree** in business, business education, taxation, or finance **OR** The equivalent.

Equivalency Requirements

Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or any combination of the categories listed below:

a) Degree in related field with equivalent coursework in the required discipline as indicated by transcripts and/or thesis subject.

b) Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).

c) Course work at an accredited institution of higher education **AND** state-approved continuing education units applicable for maintaining licensure **AND/OR** an internship for licensure **AND/OR** equivalent professional or work experience **AND/OR** equivalent verifiable accomplishments of eminence in the discipline including but not limited to: publications, research, seminars, creative works, professional performances or exhibitions, honors or awards.