Employment Opportunity

Digital Bridge Academy Instructor
CR06-26 (Temporary, part-time assignments)

Apply by: Thursday, July 20, 2006 at 4:00 p.m.

About the Program

The Digital Bridge Academy program, located at the Cabrillo College Watsonville Center, originated over three years ago under start-up grant funding from the David and Lucille Packard, James Irvine, and National Science Foundations. The program targets Latino and other youth who are “at risk” and under-prepared for college work. It moves them through an accelerated academic program that teaches self-managing leadership skills and motivates them to success in college. The Academy, which has over an 80% retention rate, offers entry-level students a cross disciplinary, integrative, cohort-based curriculum model, consisting of 18+ units in the initial semester. It prepares these students for technical majors leading to high-paying careers in knowledge-based industries.

Program (or Academy) courses, involving several faculty members from different disciplines, include an intensive, immersion-style Foundation Course the first two weeks of the semester and one week mid-semester. The rest of the semester consists of an integrated set of bridge courses that get students working at the college level in English, digital management and computer information systems. The semester also includes math and science concepts, Learning to Learn methods and movement education. After this semester, students pursue a variety of majors including Computer Information Systems, Engineering, Allied Health majors (Nursing, Radiology, Dental Hygiene, etc.,) lab technician careers (Biotechnology, Marine Science) and other high-demand fields. They continue to take digital management courses, a conceptual science course, internships, and are tracked by the program as they take regular classes at Cabrillo.

Example of Teaching Assignments

The purpose of this recruitment is to establish an eligibility pool of qualified instructors to teach Digital Management Career Preparation courses including, but not limited to:

- DMCP 110 – Foundations of Digital Management
- DMCP 111 – Introduction to Digital Management
- DMCP 112 – Fundamentals of Digital Management
- DMCP 113 – Fundamentals of Digital Management Intensive
- DMCP 115A – Digital Management – Self-Managing Teams
- DMCP 115B – Digital Management – Change Management
- DMCP 116A – Advanced Digital Management – Management and Leadership
- DMCP 116B – Advanced Digital Management – Consulting Skills
- DMCP 116C – Digital Management – Leadership and Sustainability
Qualifications

**Required:**
1. Meet state minimum qualifications OR the equivalent OR possess a lifetime California Community College Instructor credential in an approved discipline for the assignment. *Please refer to page four as it relates to state minimum qualifications, disciplines, 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 experience working with at-risk populations
2. Experience creating and managing self-managing team environments
3. Marketing, sales or recruiting experience
4. Recent experience working with community based organizations or community service programs.
5. Teaching experience
6. Experience with project or program management
7. Experience using applied research methodologies
8. Bilingual in English/Spanish
9. Background or experience in multiple cultures

**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**
Assignments to begin Fall semester 2006 at the Watsonville Center, pending funding and administrative approval.

**Fall Semester Assignments:**

**DMCP 112 Fundamentals of Digital Management**
Lecture: Monday and Wednesday, 9:55 a.m. – 12:05 p.m.
Units: 3.0

**DMCP 113 Fundamentals of Digital Management Intensive**
Lecture: Monday through Friday (10/23 – 10/27), 9:30 a.m. – 5:05 p.m.
Units: 1.75

**DMCP 116B Advanced Digital Management – Consulting Skills**
Lecture: Monday, 1:15 p.m. – 3:15 p.m.
Units: 1.5

**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 three classes; up to nine teaching units per semester; assignments will be at the Watsonville campus; 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."

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, July 20, 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.
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State Minimum Qualifications and
Equivalency Requirements (whichever is applicable)

State Minimum Qualifications
Meet state minimum qualifications in one (or more) of the following disciplines:

- Biological Sciences
- Business
- Chemistry
- Computer Information Systems
- Computer Science
- Earth Science
- Ecology
- Engineering
- Engineering Technology
- Geography
- Management
- Mathematics
- Nursing
- Physics/Astronomy
- Or the equivalent of any listed above

California State Minimum Qualifications
Minimum qualifications for the areas listed above can be obtained from the California Community Chancellor's Office website at:
http://www.cccco.edu/divisions/esed/aa_ir/psmq/min_qual/min%20_qual%20_rev
Jan122006.pdf.

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 course work 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).

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.