Employment Opportunity
Laboratory Instructional Assistant I
CL10-08 (Horticulture, 80% assignment)
Apply by: 4:00 p.m., Monday, April 19, 2010

About the position:
The currently advertised 80% assignment will perform duties for the Horticulture program at the Aptos campus. A Horticulture Laboratory Instructional Assistant position eligibility pool may be established in order to fill other part-time or substitute assignments as needs arise.

Examples of Duties:
Under the general supervision of the Horticulture Program Chair, in collaboration with the Dean of Natural and Applied Sciences:

- 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 (i.e. collecting plant specimens and landscape samples from the field or resource institutions), equipment, facilities and supplies for classes; may conduct laboratories, workshops, orientations and meetings
- Sets up, operates and demonstrates the safe use of power tool equipment including tractor, rototiller, string trimmer, power hand tools including saws, drill, construction, irrigation and management of hand tools
- Trains students and others in the use of specialized equipment
- Prepares identified plant samples for use in lecture and lab
- Administers and scores tests and examinations
- Answers student questions and advises regarding class assignments
- Assists in completing and processes various forms, certificates and other documents
- Maintains physical environment and condition of Horticulture facility and its equipment
- Schedules students, tests, meetings and facilities
- Maintains student records and 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 provides instruction in work procedures
- Performs related duties as required or assigned

Minimum Qualifications:
Equivalent to completion of two years of college with major coursework in horticulture which will provide the knowledge and skills of the Horticulture program including knowledge of the aspects of landscaping and arboriculture, 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 the Horticulture program including landscape installation, landscape irrigation, arboriculture, organic and indoor food production
- Safety practices related to the Horticulture program
- 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 Horticulture program
• Proper pruning techniques
• 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:
• Must possess a valid California driver’s license and a safe driving record
• Must be willing to work out of doors in all weather conditions, on weekends and other off-hours as assigned, with some exposure to potentially hazardous materials, using appropriate safety procedures and equipment
• Must possess sufficient strength and stamina to safely lift and carry equipment weighing up to 50 pounds

Salary: $2,262 to $2,494 per month to start, plus fringe benefits; seven step schedule to $3,031 per month plus employer-paid retirement contribution (PERS). 80% assignment, 10 months per year; work week and hours to be determined based on program needs which may include Saturdays. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

* 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 or factors as may be determined upon submission of appropriate written documentation.

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

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
OR FAX to: (831) 477-3545

*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) Criminal History Inquiry Supplemental to Application
  e) Copy of current California driver's license
  f) Current DMV printout
APPLICANTS ARE ENCOURAGED TO SUBMIT:
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.

OR

Verification of experience qualifications:

- Experience may be substituted for the education requirement on a year-for-year basis. Applicant must provide written evidence that proves additional experience is equivalent for purposes of substitution.

*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. Performance exercise(s) may be administered.

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., Monday, April 19, 2010. (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.