Employment Opportunity
*Laboratory Instructional Assistant I
CL05-42 Mathematics, Engineering & Science Achievement (MESA) program
(Half-time *categorically-funded assignment)

Apply by: Thursday, January 5, 2006, at 4:00 p.m.

About the Program
Currently MESA program instructional support services are provided at the Cabrillo College Aptos campus and at the Watsonville Center in South Santa Cruz County. The currently advertised half-time assignment will perform duties in the MESA lab at the Aptos College campus. In addition, a Laboratory Instructional Assistant position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties
Under the direction of the MESA faculty program director in consultation 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, equipment, facilities and supplies for activities related to the Cabrillo’s MESA program such as tutoring, workshops, weekend retreats, field trips and summer undergraduate research programs
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, laboratories, workshops and supplemental tutoring sessions
- Trains students and others in the use of specialized equipment, including computer hardware and software, or procedures and processes
- Provides, assists in completing and processes various forms, certificates and other documents
- Assists in the maintenance of the physical environment and condition of facility and its equipment
- Schedules students, tests, meetings and facilities; maintains student records
- Keeps 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 selection of student assistants and provides instruction in work procedures
- Performs related duties as required or assigned
Qualifications

Equivalent to completion of two years of college with major coursework in biology, chemistry, computer science, engineering, mathematics or physics 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:

- Techniques for communicating with individuals of diverse academic, ethnic, socio-economic and cultural backgrounds
- Principles, theories, practices, methods and equipment of the MESA program or a similar college level math and science equity program
- Basic instructional methods and procedures above a high school level
- Safety practices related to the assigned areas of responsibility
- Standard office practices and procedures including filing, the operation of office equipment, including personal or on-line computers (i.e. word processing, spreadsheet and database software)
- Correct English usage, including punctuation, spelling
- Basic college mathematics
- Safety practices related to the assigned areas of responsibility

Skill in:

- Operating and training others in the use, equipment and procedures used in the MESA program lab
- 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

Salary

*$1302 to $1436 per month to start, seven-step schedule to $1746 per month. Half time categorically-funded assignment, 10 months per year. Work week and hours to be determined with some evening and weekend work required. Position scheduled to begin as soon as possible, contingent on categorical-funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment.

* Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.

This half-time assignment is not eligible for insurance related benefits or PERS retirement benefits.
The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% 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
Fax: (831) 477-3545

Postmarks or E-mail transmittals are not accepted

*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) 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) 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 required.
e) 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, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. 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 5, 2006. (Postmarks or e-mail transmittals are not accepted.)

*Please Note: Cabrillo College will be closed beginning November 24, 2005 and will reopen on Monday, November 28, 2005 and closed December 23, 2005 and will reopen January 2, 2006 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.

O:/Front Office/Classified Job Announcement/2005 Classified Announcements/LIA MESA 50% CL05-42
11/14/05