Employment Opportunity
Laboratory Instructional Assistant I
CL06-15 (Natural & Applied Sciences/Math Learning Center)
Apply by: Tuesday, June 13, 2006 at 4:00 p.m.

About the Position
This half-time assignment will perform duties in the Natural & Applied Sciences Math Learning Center at the Aptos 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 Math Learning Center Academic Specialist, in collaboration with the Dean of Natural and Applied Sciences (NAS):

• Prepares, compiles, collates, maintains, updates and disseminates instructional 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 classes and may conduct laboratories, workshops, orientations and meetings
• 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
• Prepares, administers and scores tests and examinations
• Answers students' questions and advises regarding class assignments
• Provides, assists in completing and processes various forms, certificates and other documents
• Maintains 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
• 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
• Directs work of such staff 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 mathematics (including Calculus I, II, III and one or more of the following: Statistics, Probability Theory, Finite Math, Linear Algebra or the equivalent), 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 mathematics program
- Safety practices related to the Math Learning Center
- 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 online computers
- Correct English usage, including punctuation, spelling
- Techniques for communicating with individuals of diverse academic, ethnic, socio-economic and cultural backgrounds

Skill in:
- Operating and training others in the use, equipment and procedures used in the Math Learning Center
- 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

Desired:
- Skill in learning new software as required for duties as outlined above
- Effectively organizing an office environment

Salary
*$1302 to $1436 plus shift differential per month to start, seven-step schedule to $1746 per month. Half time assignment, 9 months per year; Monday through Thursday, 1:30 p.m. to 7:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. Salary and benefits are 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.

Note: This half-time assignment is not eligible for insurance related 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](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) 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 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., Tuesday, June 13, 2006. (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.