

Student Success Center Instructor - Part-Time - Pool
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=222945>

Downloaded On: May. 16, 2024 8:07am

Posted Oct. 5, 2023, set to expire May 21, 2024

Job Title	Student Success Center Instructor - Part-Time - Pool
Department	
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Oct. 5, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Education
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Student-Success-Center-Instructor---Part-Time---Pool_REQ11718

Apply By Email

Job Description

Title:Student Success Center Instructor - Part-Time - Pool

Job Category:Faculty CTA

Job Opening Date:October 04, 2023

Job Closing Date:

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Locations:Irvine Valley College

Department:

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:Hourly

Work Days:

Work Hours:

Hours Per Week:0

Job Description:

Part-time/temporary faculty positions offer the opportunity to assist a diverse group of students in achieving their educational goals. As one of the largest community college districts in southern California, we offer a wide range of opportunities in transfer, general education, career, and technical education programs. These part-time positions are on an as-needed basis and applicants should live within commuting distance to Orange County.

Job Responsibilities

- Assist in the recruitment, screening, and mentoring of Tutors.
- Develop and implement discipline specific training for Tutors.
- Assist in providing work direction and evaluation of Tutors.
- Monitor the in-person and online activities and the operations of the Student Success Center
- Create and monitor resources and activities specific to their discipline.
- Assist students with their learning needs.
- Serve as discipline expert and liaison with department/division faculty, staff, and administrators.
- Participate in area meetings.
- Maintain ongoing communication and promotion of the Student Success Center activities to the

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college community.

- Find and develop instructional materials and resources to be used during tutorial sessions.
- Create and monitor tutoring resources and activities specific to their discipline.
- Assist in the marketing and outreach of the Student Success Center
- Other projects and tasks as assigned.
- Other duties as assigned.

Under the general direction of the Dean of The Arts, Library and Online Education, the Student Success Center Part-Time Instructor is responsible for implementing innovative instructional support that will increase student retention, persistence and engagement. It is the duty of the Part-Time Instructor, as a team player, to plan, develop, organize, and evaluate the services and operations offered in the Student Success Center with their assigned discipline. General responsibilities include instructing classes in tutoring if scheduled; provide work direction and support to tutors and the tutees; conduct tutor trainings including specialized tutors for Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSP&S), and other categorical programs; enhance tutor communication skills; familiarize tutors with the goals and objectives of the center; recruit tutors. Assist in the planning, organizing and review of the work plan, operations and activities of the Student Success Center; develop and implement improvements and modifications; prepare various reports on operations and activities. Conduct meetings with tutors and support staff to provide information and to discuss and resolve issues and concerns related to daily routines and activities of the Student Success Center. Perform related duties as assigned.

Minimum Qualifications

1. Must meet one of the following qualifications under (a) through (d):

a. Any Master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; **OR**

b. A Master's degree in education, educational psychology, or instructional psychology, or other Master's degree with emphasis in adult learning theory; **OR**

c. A combination of education and experience that is at least the equivalent of items 1 or 2 above ; **OR**

d. Valid Community College instructor credential appropriate to the subject per Education Code 87355 (issued prior to July 1, 1990).

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2. Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how these factors relate to the need for equity minded practices within an educational environment.

Please attach all academic transcripts that reflect how you meet one of the above minimum qualifications. You will attach your transcripts in the same location as your Resume/CV.

If you are applying based on (c) above - please choose "I do not meet minimum qualifications" on the next step, complete and attach the equivalency form. (This is a requirement in addition to your transcripts)

If your degree is from a non-US institution, you will need to attach a Foreign Degree Evaluation that was completed by a 3rd party. Please visit www.naces.org/members for a list of companies that can complete this service for you. Applications without an evaluated degree will be considered incomplete.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain

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documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

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EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact