

**PUBLIC RELATIONS: Adjunct / Substitute Non-
Classroom Instructor POOL (college credit)
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=225281>

Downloaded On: May. 9, 2024 11:58am

Posted Nov. 8, 2023, set to expire Jun. 30, 2024

Job Title	PUBLIC RELATIONS: Adjunct / Substitute Non- Classroom Instructor POOL (college credit)
Department	
Institution	San Diego Community College District San Diego, California
Date Posted	Nov. 8, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Social Sciences - Other
Apply Online Here	https://apptrkr.com/4770200
Apply By Email	
Job Description	

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San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

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Position Type: Adjunct

The Position:

Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: PUBLIC RELATIONS: Adjunct / Substitute Non-Classroom Instructor POOL
(college credit)

Working Title: Adjunct Faculty

Location: District Wide

Pay Information

At the time that an offer of assignment is made, proper salary placement is contingent upon receipt of OFFICIAL (sealed) transcripts and Verifications of Previous Work Experience (if applicable). Instructors with advanced coursework and/ or experience shall be placed on the appropriate class and step on the Adjunct College Salary Schedules, effective the first month following receipt (in Human Resources) of the official transcripts and Verifications of Previous Work Experience (if applicable). Initial salary placement will be at the first class/step until all required documentation has been submitted.

Click [here](#) for the current salary schedule or you may view the current salary schedule by using the "Salary Schedules" link to the left.

If you would like to open the link in a different tab or window, right click and select the option.

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Adjunct

Bargaining Unit: AFT/College Faculty

Range: (na)

Department: District Wide

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The Position

NOTE: The San Diego Community College District accepts applications for adjunct (part-time/substitute) positions for our three college campuses (City, Mesa, Miramar) and various continuing education centers on a continuous basis. However, it does not necessarily imply there are immediate openings. If you meet the required minimum qualifications, your application will be included in the adjunct pool for possible assignments in the fall, spring, and/or summer semesters of the academic year. Hiring departments utilize the adjunct pool when there is a need and will contact you directly should you possess the qualifications they are seeking. Applications are purged approximately one year from submittal, at which time you will receive an automated e-mail notice to re-apply if you wish to remain in the pool.

Part-time/temporary faculty positions offer flexible hours and the opportunity to assist a diverse group of adult 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, vocational and occupational programs. These part-time positions are as-needed and applicants should live within commuting distance to San Diego.

Assignments may include a combination of day, evening, weekend, and/or off-campus classes.

Major Responsibilities

The position handles the daily press operations for the organization. They handle the media relations, social media posts, program webpage management, and program promotion. In addition, provide assistance in recruitment and transfer, support game events recording statistics and operations, and liaison to CCCAA for tasks related to sports information. The position requires extended knowledge in Health, Exercise Science, and an emphasis in Intercollegiate Athletics.

Other details pertaining to position:

- Keeps in game live statistics via computer based code entry of all plays. Any at all movement, change, or activity. For basketball, that is 800-1000 keystrokes per game. This includes 13 sports and 150-200 home contests.
- Maintains, designs, updates, and consults for all webpage tasks at www.sdcityknights.com.
- Takes all team photos and individual pictures and creates individualized profiles and interviews.
- Creates and maintains athletes and team archives/ history.
- Creates videos for advertising teams.

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- Maintains and runs social media including Facebook, twitter, snapchat, and Instagram for sports program and connects work to instructional course info and non-athletics SD City related activities.
- Liaison and coordinator with local media and neighboring colleges.
- Provides contact assistance with 4-year universities to advertise school for recruitment and transfer of student athletes.
- Provides news and bulletins to campus.
- Provides necessary compliance activities involved with rules and statistical analysis.
- Membership of conference SID group for alignment.
- Assists students in promoting to 4-year universities.
- Is a designee of game administration/ observer when Athletic Director is split between locations. In general an assistant athletic director.
- Sometimes covers 4-5 separate games in a single day.
- Must have knowledge related to the requirements of all 13 sports teams.
- Attends all Athletics related meetings.
- Attend some away contests based on need.

Qualifications

MINIMUM QUALIFICATIONS:

Degrees must be from regionally accredited institutions.

1. Any Bachelor's degree AND two (2) years of professional experience; OR,
2. Any Associate degree AND six (6) years of professional experience; OR,
3. The equivalent.

FOREIGN DEGREES: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association. A copy of the evaluation must be attached during the application process. If you need to obtain one, please open the "Foreign Degree Evaluation Information" link to the left. An ORIGINAL of the evaluation(s) must be presented at the time of hire.

EQUIVALENCY: If you do not possess the exact degrees listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a "Request for Equivalency Form" (link to the left) and attach it during the application process.

Desired Qualifications

Equivalency: If you do not possess the exact degrees listed above or if you anticipate receiving the

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Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services([NACES](#)) or Academic Credentials Evaluation Institute, INC.([ACEI](#)). A copy of the evaluation must be submitted with your on-line application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Special Instructions to Applicants:

Working Conditions: Variable, depending on assignment.

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the district's expense (Clearance must be received prior to first day of employment); AND
- Present original documents for proof of eligibility to work in the United States.

Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

Posting Number: AJ00447

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To apply, visit: <https://www.sdccdjobs.com>

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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