

**PUBLIC ADMINISTRATION: Adjunct / Substitute
Instructor POOL (college credit)
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=225283>

Downloaded On: May. 9, 2024 9:12am

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

Job Title	PUBLIC ADMINISTRATION: Adjunct / Substitute 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)	Vocational/Technical Social Sciences - Other
Apply Online Here	https://apptrkr.com/4770209
Apply By Email	

Job Description

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San Diego Community College District

Closing Date:

Position Number:

Location:

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District Wide

Position Type: Adjunct

The Position:

Posting Details (Default Section)

Open Until Filled: No

Classification Title: PUBLIC ADMINISTRATION: Adjunct / Substitute 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: Exempt (does not accrue 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

- Primary duties of adjunct faculty members are related to curriculum and teaching; the assignment is divided between lecture and lab classes as determined by the department. Adjunct instructional faculty are required to be available to students outside of class.
- Provide instruction in accordance with established curriculum and course outlines.
- Maintain appropriate standards of professional conduct and ethics.
- Maintain current knowledge in the subject matter areas.
- Fulfill professional responsibilities of a part-time/temporary faculty member.
- Teach all scheduled classes.
- Maintain accurate records.
- Provide quality instruction, create and maintain an environment which emphasizes teaching and learning and encourages free discussion of ideas, interests and issues.

Qualifications

MINIMUM QUALIFICATIONS

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Degrees must be from regionally accredited institutions.

Political Science Minimum Qualifications:

1. Master's in political science, government, or international relations AND at least two upper division or graduate courses in American Politics, Public Policy, and/or Public Administration; OR
2. Bachelor's in any of the above AND Master's in economics, history, public administration, social science, sociology, and any ethnic studies, Juris Doctor Degree (J.D.) or Legum Baccalaureus (LL.B.) AND at least two upper division or graduate courses in American Politics, Public Policy, and/or Public Administration; OR
3. The equivalent.

OR

Management Minimum Qualifications:

1. Master's in business administration, business management, business education, marketing, public administration, or finance AND at least two upper division or graduate courses in American Politics, Public Policy, and/or Public Administration; OR
2. Bachelor's in any of the above AND Master's in economics, accountancy, taxation or law AND at least two upper division or graduate courses in American Politics, Public Policy, and/or Public Administration; OR
3. The equivalent.

Desired Qualifications

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.

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.**

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Licenses/Certificates/Credentials: *[If possess]* California Community College Instructor Credential in Government (Theory and Practice, Local and International) *(valid for life)*

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:

- Newly hired faculty members are required to submit official transcripts.
- All new SDCCD employees must provide a Certificate of Tuberculosis Exam for initial appointment, and must renew the certificate every 4 years as a condition of continuing employment.
- Please note that an employee may be transferred to any site at the option of the Chancellor.

Posting Number: AJ00450

Major Responsibilities:

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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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applying for or inquiring about this job announcement.

Contact

N/A

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