

Emeritus Institute – Department of Humanities and  
Sciences – Part-time Instructor Pool  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=226424>

Downloaded On: May. 8, 2024 4:11pm

Posted Nov. 29, 2023, set to expire May 11, 2024

<b>Job Title</b>	Emeritus Institute – Department of Humanities and Sciences – Part-time Instructor Pool
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Nov. 29, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Sciences - Other Sciences - Physics Sciences - Math Sciences - Computer Science Sciences - Chemistry Sciences - Biological Humanities - Other Humanities - Philosophy Humanities - Literature Humanities - History Humanities - Foreign Languages Humanities - English Administration - Academic Unit
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Emeritus-Institute---Department-of-Humanities-and-Sciences---Part-time-Instructor-Pool_REQ10007">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Emeritus-Institute---Department-of-Humanities-and-Sciences---Part-time-Instructor-Pool_REQ10007</a>

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**Apply By Email**

**Job Description**

**Title:**Emeritus Institute – Department of Humanities and Sciences – Part-time Instructor Pool

**Job Category:**Faculty CTA

**Job Opening Date:**May 02, 2022

**Job Closing Date:**

**Locations:**Saddleback 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:**

**Mission:** The mission of the Saddleback College Emeritus Institute is to promote lifelong learning by providing academically rigorous, mentally stimulating, socially engaging, and health improving courses for older adults in south Orange County.

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*Department:*

The Emeritus Institute Department of Humanities and Sciences engages older adult students in personal reflection and critical thinking to further explore, conceptualize, and understand the various aspects of humanity and natural phenomena.

*Curricula:*

Courses in this department are designed for the older adult, lifelong learner. The part-time faculty in the Department of Humanities and Sciences may be assigned courses which have a lecture/lab split. This means part-time faculty members must lecture as part of a lecture/lab class.

*Core subjects in this department include:*

Art: Art Appreciation, Art History, Contemporary Art and Architecture

Biology and Ecology: Bird Studies (Ornithology); Human Ecology

Computers: Practical use

Finance: Estate Planning; Improving Investments; Stocks and Bonds Management

History: Western Civilization; Middle East, Media Studies

Humanities: Modern World Culture

Literature: Bible as Literature; Film as Literature; Literature Survey

Philosophy: Free-Thought; Survey

Political Science: Current Issues in Government

Spanish: Conversational

Writing: Creative, Fiction, Non-Fiction

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*Assignments:*

Assignments may include morning, midday, and evening courses scheduled Monday-Saturday including in-person and/or online modalities. Some teaching assignments may be for classes offered to students asynchronously. In-person teaching assignments will primarily be off-campus, throughout south Orange County at various teaching sites with required travel between sites. Part-time faculty will be required to utilize CANVAS which is the Learning Management System of Saddleback College.

**Minimum Qualifications:**

For a noncredit course intended for older adults, either pattern (1) or pattern(2) following:

(1) Bachelor's degree with a major related to the subject of the course taught and either (A) or (B) below:

(A) Thirty hours or two-semester units of coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district.

This requirement may be completed concurrently during the first year of employment as a noncredit instructor;

(B) One year of professional experience working with older adults

OR

(2) Associate degree with a major related to the subject of the course taught; **and** two years of occupational experience related to the subject of the course taught; **and** sixty hours or four-semester units of coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district.

This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.

**Application requirements:**

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1. Cover letter addressing:

(a) which course(s) the applicant desires to teach,

(b) their specialty,

(c) and how the applicant fulfills the minimum qualifications for the position as it pertains to the curriculum of the department.

2. Resume/CV

3. Transcripts that show conferred degrees that meet the minimum requirements.

Please attach all academic transcripts that reflect how you meet one of the above minimum qualifications. Attach everything in the section listed as Resume/Cover Letter.

If you do not meet the minimum qualifications (degree is not related to the subject) - 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](http://www.naces.org/members) for a list of companies that can complete this service for you.

**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>.

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**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain 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](mailto:hrinfodesk@socccd.edu).

**ATTENDANCE REQUIREMENT:**

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

**CAMPUS CRIME AND SAFETY AWARENESS:**

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

### **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.

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**Contact**

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