

Adjunct Pool for Professor of Biology
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=108780>

Downloaded On: Oct. 19, 2018 2:23am

Posted Jul. 5, 2018, set to expire Nov. 2, 2018

Job Title	Adjunct Pool for Professor of Biology
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jul. 5, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Adjunct/Visiting Professor
Academic Field(s)	Sciences - Biological
Apply Online Here	http://apptrkr.com/1252216

Apply By Email

Job Description

Adjunct Pool for Professor of Biology

Mt. San Antonio College

Job Category: Adjunct Faculty

Employee Group:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours):

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Salary Range: \$76.02 PER HOUR based on lecture hour equivalent taught (Adjunct are placed on salary schedule)

Salary:

Shift Differential:

Health & Welfare:

Department: Biological Sciences

Open Date: 07/03/2018

Closing Date:

Open Until Filled: No

Basic Function/Overview:

THIS IS A TEMPORARY, HOURLY AS NEEDED POSITION WITHOUT PERMANENT STATUS. This is a CONTINUOUS recruitment for an applicant POOL to fill part-time, temporary, hourly assignments on an as-needed basis. Departments or divisions will refer to the POOL of applications on file to fill temporary assignments as the need arises. You will be contacted by the hiring manager should the department/division be interested in scheduling an interview.

Essential Duties/Major Responsibilities:

MAJOR DUTIES & RESPONSIBILITIES :

Teach courses in Biology such as General Biology for non-majors, General Biology for majors, Marine Biology, Microbiology, as well as other courses in the Biological Sciences, depending on candidates background

Perform related duties as assigned, including timely compliance with clerical and administrative responsibilities and College, division, and department policies

Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methods, and informed critical feedback on assignments and discussions

Late afternoon and/or evening assignments may be required as part of the regular contract

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Other Duties:

Knowledge Of:

Skills and Abilities:

Minimum Qualifications/Education & Experience:

REQUIRED QUALIFICATIONS:

A. The minimum of one of the following awarded/conferred from a regionally accredited institution:

1. Masters Degree in any biological science; OR Bachelors in any biological science AND Masters in biochemistry, biophysics, or marine science; OR
2. Equivalency: A bachelors degree in a biological science AND the unit/course equivalent to a masters degree in the discipline or a related discipline AND significant progress towards a Ph. D. degree a biological science such as, but not limited to, Anatomy, Physiology, Animal Physiology, Biochemistry, Biomedical Sciences, Biophysics, Biotechnology, Marine Biology, Microbiology, Immunology, Cell or Molecular Biology, Genetics, Histology, Embryology/ Developmental Biology, Botany, Plant Sciences, Biology Education, Ecology/ Environmental Biology, Evolutionary Biology, Entomology, Zoology, Herpetology, Ornithology, Ichthyology, Mammology, or Paleobiology/Paleobotany/Paleozoology. Significant progress shall be defined as having advanced to candidacy for the degree as designated on the candidates transcript or documented by a written statement from an authorized representative of the institution which will award the degree and is subject to degree completion before entering into a contract with the district. (Documentation that the degree has been awarded must be submitted before the district will enter into a contract.); OR A bachelors degree in a biological science and an advanced degree in the biomedical sciences, such as M.P.H., M.P.S. H., M.D., D.O., D.D.S., D.M.D., or D.V.M.

B. Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in a multicultural environment; awareness and commitment to the special needs of non-traditional students; AND

C. Ability to communicate effectively in oral and written English

Equivalencies:

A bachelors degree in a biological science AND the unit/course equivalent to a masters degree in the

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discipline or a related discipline AND significant progress towards a Ph. D. degree a biological science such as, but not limited to, Anatomy, Physiology, Animal Physiology, Biochemistry, Biomedical Sciences, Biophysics, Biotechnology, Marine Biology, Microbiology, Immunology, Cell or Molecular Biology, Genetics, Histology, Embryology/ Developmental Biology, Botany, Plant Sciences, Biology Education, Ecology/ Environmental Biology, Evolutionary Biology, Entomology, Zoology, Herpetology, Ornithology, Ichthyology, Mammology, or Paleobiology/Paleobotany/Paleozoology. Significant progress shall be defined as having advanced to candidacy for the degree as designated on the candidates transcript or documented by a written statement from an authorized representative of the institution which will award the degree and is subject to degree completion before entering into a contract with the district. (Documentation that the degree has been awarded must be submitted before the district will enter into a contract.); OR A bachelors degree in a biological science and an advanced degree in the biomedical sciences, such as M.P.H., M.P.S. H., M.D., D.O., D.D.S., D.M.D., or D.V.M.

Preferred Qualifications:

Desired qualifications:

Teaching experience at the collegiate level.

Experience with traditional and non-traditional students from diverse backgrounds.

Excellent communication skills.

License(s) & Other Requirements:

LICENSES AND OTHER REQUIREMENTS:

Employees may periodically be required to operate a vehicle that necessitates possession of a valid California drivers license. Such employees must have the ability to secure and maintain a valid California drivers license.

Official offers of employment are made by the Mt. San Antonio College Office of Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been fingerprinted and clearance for employment is authorized by the Office of Human Resources. Costs for fingerprinting services shall be borne by the candidate.

Working Environment:

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Physical Demands:

Hazards:

Instructions re: Confidential Letter of Recommendation:

Conditions of Employment:

CONDITIONS OF EMPLOYMENT:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been fingerprinted and clearance for employment is authorized by Human Resources. Costs for fingerprinting services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:
<http://www.mtsac.edu/safety/pdf/2014ASRFinal.pdf>

Examination Requirements:

Typing Certificate Requirements:

Application Procedure:

Apply between July 3, 2018 and June 28, 2019, by 11:59 p.m. Applicants must submit all of the following materials online to be considered for this position:

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Applicants must submit all of the following materials online to be considered for this position:

A Mt. San Antonio College online application (<http://hrjobs.mtsac.edu>)

College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

A cover letter indicating how qualifications and required experience are met and addressing the applicants philosophy of teaching

A detailed rsum that summarizes educational preparation and professional experience for the position

A minimum of two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation or any of the required documents)

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=mailto:employment@mtsac.edu\]employment@mtsac.edu](mailto:employment@mtsac.edu).

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

For more details about the responsibilities of this position, direct inquiries to:

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David Mirman
Dept. Chair/Professor of Biology
E-mail: dmirman@mtsac.edu
(909) 274-4013

Selection Procedure:

SELECTION PROCEDURE:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge and abilities and other job-related criteria as listed in the job posting. Interviews may include a teaching demo.

Special Instructions to Applicants:

Please do not submit Confidential letters of recommendation.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Conflict of Interest

Cancel RTF Policy:

We reserve the right to re-open, re-advertise, delay or cancel filling this position.
This recruitment may be used to fill future vacancies.

To apply, visit: [\[url=http://apptrkr.com/1252216\]](http://apptrkr.com/1252216)<https://hrjobs.mtsac.edu/>

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Contact Information

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

Please see the job description for contact details pertaining to this university job announcement.