

Instructional Lab Technician I - Ceramics
Ventura County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238491>

Downloaded On: Jul. 5, 2024 4:27am

Posted Jul. 3, 2024, set to expire Oct. 25, 2024

Job Title Instructional Lab Technician I - Ceramics
Department Staff
Institution Ventura County Community College District
Camarillo, California

Date Posted Jul. 3, 2024

Application Deadline 07/14/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Instructional Lab Technician I - Ceramics

Ventura County Community College District

Salary: \$61,788.00 - \$85,200.00 Annually

Job Type: Classified

Job Number: 2024-00161

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Location: Districtwide (Ventura County CA), CA

Department: Districtwide

Closing: 7/14/2024 11:59 PM Pacific

Description

WHAT YOU'LL DO

Under an assigned supervisor, and under the direction of an instructor, monitor and maintain an instructional ceramics laboratory and provide students with instructional support.

There is currently one part-time vacancy (10 months/year, 16 hours/week) located at Ventura College.

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill district-wide, current and upcoming, temporary and regular vacancies for the duration of the list, not to exceed one year.

WHERE YOU'LL WORK

Established in 1925, **Ventura College** was one of the first community colleges in California and currently has an enrollment of 14,500 students. Located approximately 60 miles north of Los Angeles and 30 miles south of Santa Barbara, the 112-acre campus is set in the rolling hills of Ventura - so close to the ocean that there is a clear view of the Channel Islands from several spots on campus.

More about Ventura College can be found here: [Ventura College Website](#)

WHO WE ARE

Equity, diversity, and inclusion are essential to our culture and the work that we do within the Ventura County Community College District (VCCCD). The VCCCD is a public community college district serving residents throughout Ventura County. The VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. The Ventura County Community College District recognizes that a diverse community of faculty, staff, and administrators promote academic excellence. This creates an inclusive educational and work environment for its students, employees, and the community it serves. With the understanding that a diverse community fosters multi-cultural awareness, promotes mutual understanding and respect, and

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provides role models for all students, the VCCCD is committed to recruiting and employing a diverse and committed group of faculty, staff, and administrators who are dedicated to the success of all college students.

We encourage candidates who are equity-minded to submit an application for employment. We are designated Hispanic-Serving Institutions committed to racial and socio-economic diversity as it reflects our communities and student populations. We actively seek to attract candidates who share this commitment to equity, diversity, and inclusion.

The Ventura County Community College District does not engage in any employment practice that discriminates against any employee or applicant for employment on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, sex, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.

SALARY PLACEMENT

New Employees: Generally, new employees are placed on the first step of the appropriate range of the salary schedule.

Current Employees: An employee who is promoted will be placed on the salary step of the new range of the appropriate salary schedule that provides a minimum increase comparable to a one-step increase in salary.

New and current employees may be eligible for advanced step placement as outlined in Section 290 - SALARY PLAN in the Rules of the Personnel Commission for Classified Employees ([Download PDF reader](#)).

Representative Duties

Supervise the use of the ceramics studio, glaze area, and kiln area. **E**

Operate equipment used in the ceramics studio such as kilns, hand torch, clay mixer and related equipment according to established procedures and safety requirements. **E**

Schedule, load, unload, and fire gas and electric kilns. **E**

Assist students in the safe use of the ceramics studio materials and equipment and the operation of making ceramics such as wheel throwing, hand building, and glazing. **E**

Assist instructor in assessing and diagnosing operational problems with the kiln and other ceramics

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studio equipment, perform minor equipment repairs as needed. **E**

Issue materials and equipment such as clay cards and glaze chemicals. **E**

Maintain stock rooms, studio, and other assigned areas in a safe, clean, and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices. **E**

Prepare and maintain a variety of equipment and materials records such as inventory, schedules, and logs; monitor budget and prepare requisitions for supplies as needed. **E**

Provide work direction to student workers. **E**

Participate in department projects and activities as assigned.

Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities. **E**

Demonstrate cultural humility, sensitivity, and equity-mindedness in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in assignment-related outcomes. **E**

Perform related duties as assigned.

E = Essential duties.

Minimum Qualifications

Education:

12 units of ceramics course work

Experience:

3 months experience with kiln firing and maintenance

Supplemental Information

EXAMINATION AND SELECTION PROCESS:



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This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by the posted deadline date on this bulletin.

The examination process may consist of any of the following components:

A) Training and Experience Evaluation = Qualifying (pass/fail)

B) Technical Interview = 100% weighting on final score

TRAINING AND EXPERIENCE (T&E) EVALUATION:

A T&E is an assessment of training and experience, beyond the minimum requirements, that has prepared the candidate for the position as evidenced in the application materials. Please be sure to answer every component of each supplemental question as your responses will be scored and serve as your score on the training and experience (T&E) evaluation.

The candidates with the highest passing scores on the T&E will be invited to the technical interview.

TECHNICAL INTERVIEW DATE RANGE AND LOCATION:

Date Range: **Monday, August 5, 2024 - Friday, August 9, 2024**

Location: Zoom

The examination components and dates are subject to change as needs dictate. All communication regarding this process will be delivered via email.

SUBMISSION OF APPLICATION:

Applicants must meet the minimum qualifications as stated, including the possession of licenses, certifications, or other requirements, by the filing deadline in order to move forward in the recruitment process. You must attach copies of any documents that demonstrate your attainment of the minimum qualifications (e.g., unofficial transcripts, foreign transcript evaluation, copies of any required licenses, and/or certifications). Failure to submit any required documents may result in disqualification. All required documentation must be attached to your application; Human Resources staff will not upload your documents for you. The VCCCD does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

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PLEASE BE AWARE THAT ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NO LONGER BE ABLE TO MAKE REVISIONS. If additional versions of your application are submitted, only the most recent will be considered.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Duration of work experience is calculated based off a standard 40-hour full-time work week. Part-time work experience will be prorated based on a 40-hour full-time work week. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications. When completing the supplemental questionnaire (if applicable), outline in detail your education, training (such as classes, seminars, workshops), and experience.

ELIGIBILITY LIST:

Upon completion of the examination, the eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill current vacancies for up to one year from the date of the technical interview.

PROBATIONARY PERIOD:

All appointments made from eligibility lists for initial appointment or for promotion, with certain exceptions, shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer. Classified management, police, and designated executive classifications shall be probationary for a period of one (1) year of paid service from initial appointment or promotion.

ACCOMMODATIONS:

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodation should document this request in an email to HRMail@vcccd.edu including an explanation as to the type and extent of accommodation needed to participate in the selection process.

DEGREE INFORMATION:

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If a degree/coursework is used to meet minimum qualifications, an official copy of your transcripts will be required upon hire. If you have a foreign degree and the institution from which your degree was granted is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, foreign transcript evaluation is required if the foreign degree/coursework is used to meet minimum qualifications. The foreign transcript evaluation must be included with your application materials. Visit the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education to search for institutions that are recognized as accredited. If you need your transcripts evaluated, please review the list of agencies approved for foreign transcript evaluation (Download PDF reader) ([Download PDF reader](#)). If applicable, an official copy of your foreign transcript evaluation will also be required upon hire.

For more information about the recruitment process at VCCCD, including responses to Frequently Asked Questions, please visit our Classified Careers page.

To apply, please visit <https://www.schooljobs.com/careers/vcccd/jobs/4545673/instructional-lab-technician-i-ceramics>

Contact Information

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

Contact

Staff

Ventura County Community College District

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