

Part-Time Lab Faculty Specialist, Academic Support
Center
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249073>

Downloaded On: Nov. 19, 2024 1:27pm

Posted Nov. 18, 2024, set to expire Jan. 26, 2025

Job Title	Part-Time Lab Faculty Specialist, Academic Support Center
Department	
Institution	West Valley-Mission Community College District Santa Clara, California
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Part-Time Lab Faculty Specialist, Academic Support Center

Closing Date:

Definition:

Mission College is seeking a part-time Lab Faculty Specialist in the Academic Support Center (ASC). The successful candidate(s) will be skilled at developing rapport and building productive relationships with students and campus colleagues for the primary purpose of connecting them with ASC programs and services. This person must be an innovative thinker who is self-directed and a creative team player



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who can develop and implement services that contribute to student success and persistence.

The Academic Support Center strives to offer high-quality services in a variety of formats to meet the individual needs of students. We provide both in-person and online tutoring, available through drop-in sessions and by appointment, across a wide range of disciplines. Additionally, we assist students in developing effective study strategies. Within the classroom, the ASC's Embedded Tutoring program offers students extra individualized attention and support during class activities, fostering increased participation and engagement. Furthermore, the ASC Tutoring Program has been recognized with a Level II International Tutor Training Program Certification (ITTPC) by the College Reading and Learning Association (CRLA).

PART-TIME, ASSOCIATE FACULTY POOL Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

Assignment:

This position is a part-time position as a Lab Faculty Specialist for the Tutoring Center. Lab Faculty Specialists are members who perform direct instruction of students in laboratory courses and/or in learning assistance/tutorial centers. The duties of the lab faculty specialist faculty consist of assignments related to instructing students in an instructional environment; assisting in the supervision and management of lab activities; coordinating and scheduling use of equipment and supplies; and training support staff. The assignments are as needed, during Spring, Summer, and/or Fall semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

Work location: Mission College, Santa Clara, CA

Salary and Benefits:

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on an initial hiring salary range of \$34,143-\$49,337 per semester; and is based on academic achievement, teaching and related experience.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualification(s):

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- Ability to assist students by providing advice on requirements for successful achievement in tutoring.
- Ability to work cooperatively within the college community.
- Ability to foster a positive working environment that is free from harassment, prejudice and/or bias.
- Ability to demonstrate a respect for the dignity of each individual.
- Ability to observe, support and enforce the regulations, policies and programs of the District and College.

Knowledge and Abilities:

Examples of Duties and Responsibilities:

Duties and responsibilities may consist of one or more of the following:

- Perform direct instruction of students in the Academic Support Center.
- Maintain accurate class, department, and other records conforming to state requirements and stated district and college needs.
- Participate in the Program Review and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
- Submit, when due, all necessary reports, such as attendance, grade reports, budget reports, rosters, class, and office schedules.
- Assist in the recruitment, hiring, orientation, and evaluation of full-time associate, and substitute instructors and staff.
- Assist the Dean in the development of curriculum/programs and the implementation of the curriculum approval process at the department level.
- Assist the Division Chair or supervising administrator in the preparation of class \schedule(s) for the department/program and in the final preparation of the published schedule.
- Assist in the preparation of the semester work schedule for faculty and staff.
- Act as a facilitator relative to student, staff, administrative, and public concerns and inform the Dean of the nature, status, and action taken.
- Establish and maintain a close liaison with appropriate campus departments to keep abreast of the instructional and education needs, and coordinate the open lab program's efforts to meet those needs.

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- Represent the respective instructional department, when necessary, on district and college committees.
- Assist the Dean in developing, maintaining, and coordinating the use of supplies inventories, equipment, site licenses, and software in computer labs and related classrooms; assist the Dean in diagnosing/identifying and repairing software and equipment malfunctions/problems.
- Perform other duties as assigned in consultation with the Dean.
- Post and maintain office hours each week
- Assume institutional responsibilities, essential to the ongoing operation and effective achievement of department, division, college and district programs.

Working Conditions:

Other Duties:

Physical Demands:

Application Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Resume; (3) Unofficial copies of transcripts; (4) District Equivalency Application, if applicable; and (5) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.



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ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store, then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

EQUIVALENCY INFORMATION:

Applicants applying under equivalency bear the responsibility of submitting the District's Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that they believe to be equivalent of the required qualifications for this position. Application(s) for equivalency are required if degrees are not in exact discipline required.

The Equivalency Application is included in the online application as an OPTIONAL form to complete.

- ONLY complete the Request for Equivalency application if degree does not match discipline(s) stated in the Minimum Qualifications.
- List accurately and completely the courses taken that match requirements of the required degree.
- Do NOT attach documents such as course evaluations.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 867-9059

Email: jobs@wvm.edu

Selection Process:



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SELECTION PROCESS INFORMATION:

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- Prior to employment, the selected candidate must submit official transcripts.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-020POOL

Open Date: 03/14/2024

Close Date:

Open Until Filled: Yes

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com



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West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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