

Instructional Assistant / Nursing
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256516>

Downloaded On: May. 6, 2025 1:17am

Posted May 5, 2025, set to expire May 18, 2025

Job Title Instructional Assistant / Nursing
Department Healthcare Careers
Institution San Diego Community College District
San Diego, California

Date Posted May 5, 2025

Application Deadline 05/18/2025

Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Vocational/Technical
Health Sciences

Apply Online Here <https://apptrkr.com/6202666>

Apply By Email

Job Description

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Instructional Assistant / Nursing
San Diego Community College District

Closing Date: 5/18/2025

Position Number: 00120030

Location: Continuing Education

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Position Type: Classified

The Position:

Posting Details (Default Section)

Closing Date: 05/18/2025

Open Until Filled: No

Classification Title: Instructional Assistant / Nursing

Working Title: Instructional Assistant: Healthcare Careers

Location: Continuing Education

Pay Information

Range 18 (\$5,338.39-\$5,918.77) per month based on the 2024 Classified salary schedule. New employees will begin on Step I (\$5,338.39). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 months

Position Number: 00120030

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

Range: 18

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Department: Healthcare Careers

The Position

Applications are currently being accepted for Instructional Assistant / Nursing in the Healthcare Careers program, located at SDCCE Cesar Chavez Campus. Hours are Monday-Friday, 8AM-4PM, with some evenings 4PM-8PM as dictated by class schedule. Selected candidate must be willing to adjust work days/hours based on the department's needs.

From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California- culturally, ethnically, and educationally -and our college is proud to be playing a preeminent role in alleviating poverty in our community.

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. Candidates who believe that they can demonstrate this commitment are encouraged to apply.

To learn more, please visit:

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Mission Statement: <https://sdcce.edu/about/mission-statement> You Belong:

<https://sdcce.edu/organization/you-belong> President's Office:

<https://sdcce.edu/organization/president>

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description: Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option.

Desired Qualifications

- Organized
- Detail oriented
- Familiar with a variety of computer technology including Outlook, Microsoft Office applications and Microsfot Teams
- Knowledge of terminology and skills common in the healthcare field
- Experience working in the healthcare filed preferred

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 online application.

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.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the

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strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Cover letter describing any experience you have in the healthcare field;
3. Resume; AND,
4. Three (3) References.
5. Licenses/Certificates/Credentials (Optional).

Tentative Timeline (Subject to Amendments)

Posting close: April 30

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);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public

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Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01770

Major Responsibilities:

Qualifications:

Desired Qualifications:

- Organized
- Detail oriented
- Familiar with a variety of computer technology including Outlook, Microsoft Office applications and Microsoft Teams
- Knowledge of terminology and skills common in the healthcare field
- Experience working in the healthcare field preferred

Licenses:

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

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

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backgrounds of community college students and staff.

Contact Information

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

Contact

Healthcare Careers

San Diego Community College District

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