

**Part-Time Writing Center Lab Faculty Specialist (Pool)**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=261724>

Downloaded On: Aug. 28, 2025 2:56am

Posted Aug. 27, 2025, set to expire Dec. 21, 2025

<b>Job Title</b>	Part-Time Writing Center Lab Faculty Specialist (Pool)
<b>Department</b>	Writing Center
<b>Institution</b>	West Valley-Mission Community College District Santa Clara, California
<b>Date Posted</b>	Aug. 27, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Humanities - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6507890">https://apptrkr.com/6507890</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Part-Time Writing Center Lab Faculty Specialist (Pool)**

**Closing Date:**

**Definition:**

PART-TIME, ASSOCIATE FACULTY POOL

Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise

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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 an Associate Lab Faculty Specialist. 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: Writing Center, 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 \$36,191 - \$52,297 per semester; and is based on academic achievement, teaching and related experience.

**Minimum Qualifications:**

1. Education - Possess one of the following:

- Masters degree in English, literature, comparative literature, or composition; OR
- Bachelors degree in any of the above AND masters degree in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism; OR
- Masters degree in education, educational psychology, or instructional psychology, or other master s degree with emphasis in adult learning theory; OR
- The equivalent of the above.

AND

2. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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**Desired Qualification:**

Not applicable

**Knowledge and Abilities:**

**Examples of Duties and Responsibilities:**

Lab Faculty Specialist duties and assignments may consist of one or more of the following:

- Perform direct instruction of students in the Writing Center.
- Maintain accurate class, department, and other records conforming to state requirements and stated district and college needs.
- Submit, when due, all necessary reports, such as attendance, grade reports, budget reports, rosters, class, and office schedules.
- 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 programs efforts to meet those needs.
- 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

**Working Conditions:**

**Other Duties:**

**Application Information:**

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### 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.

### 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.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

### EQUIVALENCY INFORMATION:

Applicants applying under equivalency bear the responsibility of submitting the Districts Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that

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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) 741-2564

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

**Physical Demands:**

**Applicant Information:**

**Selection Process:**

**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.
- The district does not provide visa sponsorship.

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**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:** FY19/20-908POOL

**Open Date:** 05/28/2025

**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](http://wvm.peopleadmin.com)

*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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