

**Tutoring and Academic Support Specialist, Math Learning
Center (MLC)/HUB - Tenure Track
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=269735>

Downloaded On: Dec. 23, 2025 7:56pm

Posted Dec. 23, 2025, set to expire Feb. 12, 2026

Job Title	Tutoring and Academic Support Specialist, Math Learning Center (MLC)/HUB - Tenure Track
Department	TASS/HUB
Institution	Cabrillo College Aptos, California
Date Posted	Dec. 23, 2025
Application Deadline	02/12/2026
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Sciences - Math
Apply Online Here	https://apptrkr.com/6808478

Apply By Email

Job Description

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Tutoring and Academic Support Specialist, Math Learning Center (MLC)/HUB - Tenure Track

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-02090

Closing: 2/12/2026 11:59 PM Pacific

Location:

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Aptos, CA

Department: TASS/HUB

Please apply for this job directly on the Cabrillo College job opportunities page [here](#).

Employment Opportunity

Join our organization's amazing educational environment as part of our ongoing commitment fostering diversity, equity, and inclusion via our **CLUSTER HIRE** process. We seek to bring together a group of exceptional individuals to collectively contribute our college's diverse intellectual and cultural experience. Applicants must satisfy the DEIA+ criteria per the job announcement's supplemental questions. Read more about the [CLUSTER HIRE PROCESS](#).

College Commitment to Equity and Diversity: The **ideal** candidate shares and participates in Cabrillo's commitment to the values of diversity and equity while serving its socioeconomically and ethnically diverse student community. For the 2024-2025 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51.25%), Multi Ethnic (6%), Asian (2.5%), Black Non-Hispanic (1%), Filipino (0.87%), American Indian/Alaskan Native (0.21%) and Pacific Islander (0.16%). Cabrillo is proud to be an Hispanic Serving Institution, enrolling 51% Hispanic students, and recent data indicates that the college has closed the achievement gap for graduation success (50% of graduates are Hispanic). The college is dedicated in its efforts of diversity, equity, and inclusion, having established Board goals of supporting antiracism efforts and promoting a year-long equity reading certificate program for faculty, staff, and managers.

Starting Salary Range: This full-time, tenure track instructor will enjoy a **185 + 10 Day** work schedule, ranging from **\$74,370 to \$114,358 per year + 10 additional days**, salary is determined by applicant's documented education and experience. Maximum initial salary step placement on the [185-day Faculty Salary Schedule](#) is step 9. An annual **doctoral stipend** of **\$4,697** is granted to eligible faculty.

Excellent benefits, including quality health insurance at a *LOW COST for you and your family! Comprehensive benefits include medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalSTRS Retirement and an Employee Assistance Program. Benefits begin the first day of the second month of employment. ***In many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0 depending upon the plan selected. More information can be found on the [Benefits webpage](#) on the HR webpage.**

About This Opportunity: The position begins on **Monday, August 17, 2026** pending Governing Board

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ratification. Classes may be in a traditional "in class" setting, online, or hybrid format scheduled over summer and/or winter months, and at various campus locations, including days, evenings, and/or weekends. The Tutoring and Academic Support Specialist - Math Learning Center (MLC)/HUB position is an Academic Specialist faculty position in the Tutoring and Academic Support Services area. This assignment requires working on **Sundays**, and primarily is onsite at the Aptos campus, but may work at various campus locations; days, evenings, and/or weekends

Faculty actively participate in curriculum development, program planning, and serves on participatory governance committees. Cabrillo provides excellent opportunities to learn, collaborate, create, and make a difference in the lives of its diverse student body and community.

About Us: Cabrillo College is honored to participate in the California Guided Pathways project helping students achieve their educational goals, and is highly regarded for its success of transfer and career education. The college is proud to enroll over 11,400 students each semester, and many of our students transfer to nearby universities - the University of California at Santa Cruz, San Jose State University, and California State University at Monterey Bay.

On October 21, 2024, Cabrillo College was ranked ***the best community college in California***, based upon a study released by SmartAsset in the *Miami Herald*, and in the same study was ranked 37th overall in the United States. Join us as we shape futures together!

About Our Community: While Santa Cruz is primarily known as "Surf City" for our beaches and surfing, we have so much more to offer! Our cozy little county has famous coastal redwoods; the spectacularly scenic San Lorenzo River Valley; well-known coastal beaches; and our abundant agricultural south county. Aside from our miles of beaches, we have multiple state parks, two colleges, wineries, a delicious agriculture and food scene, a symphony, the last major seaside amusement park on the West Coast, an NBA-G League team (go, Warriors!), museums, a national repertory Shakespeare company, and more that virtually guarantee something for everyone. Find your professional and personal well-being here at Cabrillo in our celebrated community!

About the Department: The HUB at Cabrillo College is a center of activity as the home to the Tutoring and Academic Support Services (TASS) and the Accessibility Support Center (ASC). TASS services are located at our Aptos campus at the HUB, and includes the Tutoring Center, the Math Learning Center (MLC), the Writing Center, English as a Second Language (ESL) tutoring and support, and Supplemental Instruction (SI).

The HUB is a great place for students to meet up with classmates to study, provides free tutoring,

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workshops, study tools, and assistance in a comfortable learning environment with faculty, staff, and peer tutors. Students in almost every subject (including Mathematics, Writing, ESL, Chemistry, Biology, Digital Media, Spanish, Italian, and more) receive drop-in tutoring, with tutoring appointments available as well.

The ideal candidate will be an effective instructor, mentor, and team player who is able to work effectively across departments to maximize outcomes for students, specifically those from traditionally underserved student populations.

[Click here to learn more about our HUB](#)

[Click here to learn more about our Mathematics Learning Center \(MLC\)](#)

[Click here to learn more about our English, Library, and Language Arts \(ELLA\) Division](#)

Examples of Duties

- Planning and coordination of the day-to-day operation of the Tutoring and Academic Support Services program at the HUB
- Tutoring students, with a specialization in STEM subjects
- Continuing and improving implementation of a tutoring and study program which includes workshops, group study activities, and other projects designed to promote greater student success in academics
- Providing and managing outreach to students, faculty, and staff to create awareness of TASS services and workshops
- Recruiting, hiring, training, and directing student employees in the center
- Coordinating schedules of TASS student employees, staff, and faculty
- Coordinating, reviewing, and recommending expenditures for TASS needs within established budget parameters and administrative procedures
- Maintaining communication with division faculty, staff, and students
- Consulting with faculty and administrators of support to assist in improved delivery of TASS services to students
- Participating in training, workshops and meetings
- Overseeing the software and computer needs of the Center
- Professional assignments, including attendance at faculty meetings, curriculum development, and related duties as required or assigned
- Teaching assignments in an area of expertise may be possible as time allows
- Participate in division, department, and shared governance activities, such as participation in

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curriculum design and program planning, Student Learning Outcomes (SLO) assessment, office and lab hours, and participation in collegewide committees

- Maintain TASS web pages
- Generate reports and data visualization using PowerBi or a similar tool
- Engage in participatory governance committees, processes, and initiatives such as Guided Pathway
- Maintain timely and accurate records of student enrollment, attendance, and academic progress
- Provide academic assistance and related services to students during scheduled office hours
- Cooperate with and participate as may be required in District investigations and/or student grievance matters of alleged unlawful harassment, discrimination, and retaliation
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff
- Complete required District trainings such as Title IX, Mandated Reporter, EEO/Diversity/Elimination of Bias, Workplace Safety, etc.

Minimum Qualifications

Required Education from a U.S. Department of Education-recognized accredited organization and licensure qualifications:

- 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 **AND**
- Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed **OR**
- A master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory **OR**
- A lifetime California Community College Instructor Credential in Tutoring or Learning Assistance **OR**
- **THE EQUIVALENT**
 - The state of California has established minimum qualifications for academic positions in California Community Colleges to promote professionalism, instructional integrity, and academic rigor. Each discipline has specific, approved degree majors that are listed above. **You must complete and attach an Equivalency Form with your application if your degree major does not match one of the disciplines listed above.** This form allows Cabrillo College's Equivalency Committee to review your education and/or professional

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experience to determine whether it is equivalent in level, content, and rigor to the required degree. Applications cannot be considered without a completed Equivalency Form, **even if your degree is closely related.**

- **For example:** If the MQs list a *Master's in Geology, Geophysics, Earth Sciences*, and your degree is in *Geosciences* or *Earth and Environmental Studies*, you must request equivalency by submitting the form with your application.

NOTE: Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.

TO REQUEST EQUIVALENCY:

- Complete the **Equivalency Form** and attach it to your application
 - Be sure to attach **supporting documents** - such as unofficial transcripts, course descriptions, certificates, or verification of professional experience.

Still completing your degree?

- Applicants currently finishing their degree(s) are welcome to apply! However, they must also submit an **Equivalency Form** with unofficial transcripts.
- This requirement also applies to applicants who have completed all coursework but are **awaiting official degree conferral.**

Required Professional Expertise:

- Currency and depth of knowledge in the applicable professional field, curriculum development, review and assessment of student learning outcomes
- Knowledge and understanding of programs such as Guided Pathways, that address commitment to equity-minded and culturally responsive teaching strategies enhancing student success
- Work cooperatively and demonstrate sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, administrators, faculty, and staff
- Strong verbal and written communication skills, and proficient use of technology
- Evidence of professional activities and service beyond primary teaching assignments

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Desired Qualifications/Performance Expectations:

- Successful online teaching experience
- Master's Degree in Mathematics or Applied Mathematics **OR** a Bachelor's Degree in Mathematics or Applied Mathematics **AND** a Master's in Statistics, Physics, or Mathematics Education
- Recent successful experience with tutoring Mathematics at the community college level
- Recent successful experience directing or working with students in an ancillary student success program at the community college, high school or university level.
- Demonstrated ability, experience with, and willingness to implement and employ, models for increasing student success and exploring innovative teaching techniques and methodologies
- Experience with activities requiring organizational, budgetary and coordination skills

Additional Information

APPLICATION PROCESS

1. Complete the application with a minimum of three (3) professional references and answer **all** supplemental questions (do not copy/paste from your application or resume, indicate "See x", or "Provided upon interview"); provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach a resume or CV detailing teaching and professional work experience
3. Attach one of the following:
 - Unofficial transcripts from all colleges attended displaying any degrees conferred (copies, photos, and downloads are acceptable; diplomas and certificates are not). Foreign transcripts must be evaluated for U.S. equivalency and attached (at the applicant's expense) - [click here](#) for more information **OR**
 - A Copy of a lifetime California Community College Instructor credential in Tutoring or Learning Assistance, front and back (if applicable) **OR**
 - A completed and signed Equivalency Form as needed - [click here](#). Refer to the equivalency information listed in the Minimum Qualifications area to determine whether this form is necessary.

Please note: All application materials must be received by 11:59 pm on the closing date indicated above. Once submitted, applications are unable to be amended and will require a new application for revisions.

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Attention Applicants

Only completed applications with the above required attached documents will be reviewed. Application materials not listed above (such as cover letters, letters of recommendation, statements, etc.) will not be reviewed by the committee. Applicants need to remove personally identifiable information such as photos of themselves, social security number, birth year, age, and gender from application materials. Expenses related to the general application process (obtaining/translating documents, etc.) are the responsibility of the applicant. Cabrillo College may provide a travel reimbursement to eligible candidates based on travel distance. A candidate is eligible for travel reimbursement when they have participated in an in-person interview for first- and/or second-level interviews and distance. **We are unable to sponsor any work visas.**

Questions? Concerns? Please contact HR at cabrillohr@cabrillo.edu as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

Meeting the posted requirements is not a guarantee of an interview. A written performance exercise and/or teaching demonstration/presentation may be a part of the interview. Finalists will be invited to return for a second interview. All notifications will be via email, AND by accessing your application profile. Initial interviews are tentatively slated for April, 2026, but are subject to change.

Conditions of Employment

Candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire for payroll purposes. Cabrillo is an E-Verify employer.

EEO Statement

Cabrillo College is an equal opportunity employer seeking a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status, or protected veteran status.

Accommodations

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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5174744/tutoring-and-academic-support-specialist-math-learning-center-mlc-hub-tenure>

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Contact Information

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

Contact

TASS/HUB
Cabrillo College

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