

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

Direct Link: <https://www.AcademicKeys.com/r?job=233010>

Downloaded On: May. 8, 2024 11:12pm

Posted Mar. 15, 2024, set to expire Jul. 12, 2024

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| Job Title | Part-Time Lab Faculty Specialist, Academic Support Center |
| Department | |
| Institution | West Valley-Mission Community College District Santa Clara, California |
| Date Posted | Mar. 15, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administration - Other |
| Apply Online Here | https://apptrkr.com/5106659 |

Apply By Email

Job Description

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Part-Time Lab Faculty Specialist, Academic Support Center

West Valley-Mission Community College District

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

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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 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.

Minimum Qualifications:

1. Education - Possess one of the following:

- Any masters degree level discipline in which the Academic Support Center (ASC) provides

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learning assistance or tutoring; OR

- A masters degree in education, educational psychology, or instructional psychology, or other masters degree with emphasis in adult learning theory

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.

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 programs efforts to meet those needs.
- 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

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- 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.

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

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

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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