Computer Information Systems- Adjunct Professor
Mt. San Antonio College

Job Title	Computer Information Systems- Adjunct Professor
Department	Computer Information Systems
Institution	Mt. San Antonio College
	Walnut, California
Date Posted	Mar. 22, 2024
Application Deadline	06/30/2024
Position Start Date	Available immediately
Job Categories	Adjunct Professor
Academic Field(s)	Sciences - Computer Science
Apply Online Here	https://apptrkr.com/5121882
Apply By Email	
Job Description	

Computer Information Systems- Adjunct Professor

Posting Number: A-033-2024
Department: Computer Information Systems
Division: Business
Salary: $93 per hour (based on lecture hour equivalent)
Open Date: 03/20/2024
Close Date: 6/30/2024
Initial Screening Date: 06/30/2024
Open Until Filled No

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Basic Function/Overview:
THIS IS A TEMPORARY, HOURLY AS NEEDED POSITION WITHOUT PERMANENT STATUS.

This is a **CONTINUOUS**recruitment for an applicant POOL to fill part-time, temporary, hourly assignments on an as-needed basis. Departments or divisions will refer to the POOL of applications on file to fill temporary assignments as the need arises. You will be contacted by the hiring manager should the department/division be interested in scheduling an interview.

Essential Duties & Responsibilities
The Adjunct Professor of Computer Information Systems will:

1. Teach a variety of computer courses such as computer concepts, office applications, date-bases, and programming.
2. Update curriculum in the courses taught when appropriate.
3. Respond to emails sent by students,colleagues, and administration in a timely manner.

Minimum Qualifications:
A. **The minimum of one of the following awarded/conferred from a regionally accredited institution:**

1. Any bachelors degree or higher AND 2 years of professional experience; **OR**
2. An associates degree AND 6 years of professional experience; **OR**
3. The equivalent (must request an equivalency review in the application), **OR**
4. California Community College credential, "Valid for Life" (no longer issued), authorizing service as an instructor in the appropriate discipline; refer to Ed Code 87355 (If meeting qualifications with this credential, a copy of the valid lifetime credential must be submitted with the application.);

AND

B. Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in a multicultural environment; awareness and commitment to the special needs of non-traditional students.

Preferred Qualifications:

License(s) & Other Requirements:

Health & Welfare:
Not Applicable

Working Environment::

Equivalencies:
Candidates not holding the stated required qualifications who are requesting consideration based on an equivalency will need to answer the equivalency questions included in the application.

Conditions of Employment:
The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: **Mt. SAC Annual Security Report**. The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Special Notes:

Application Procedure:
Complete application packets will be accepted until the position is filled.

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Applicants must submit all of the following materials online, unless otherwise noted, at the **Mt. SAC Employment Website** to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Three (3) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Foreign Transcripts:
Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the **National Association of Credential Evaluation Services Website**.

Inquiries/Contact:
For more details about this position, please contact:

Name: Barry Andrews

Title: CIS Department Chair

E-mail: bandrews@mtsac.edu

Phone: (909) 274-4943

Selection Procedure:
A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge and abilities and other job-related criteria as listed in the job

posting. Interviews may include a writing sample, presentation, teaching demonstration and/or performance test.

Confidential Letters of Reference Instructions:

Special Instructions to Applicants:

EEO Policy:

Conflict of Interest:
Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

To apply, visit https://hrjobs.mtsac.edu/postings/11446

Contact Information

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

Contact

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