



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations  
3041 West Avenue K, Lancaster, CA 93536  
(661) 722-6311

### ADJUNCT INSTRUCTOR POSITION

Antelope Valley College invites applications for our adjunct (temporary, part-time) faculty applicant pool for the following discipline:

**POSITION:** Business Instructor

**SALARY:** Salary Schedule E (currently \$1,083.81 - \$1,323.70 commensurate with education)  
Adjunct instructors are hired on a semester basis and are paid per lecture hour equivalent (LHE).

#### Required Minimum Qualifications:

- **Most current Minimum Qualifications for Faculty in California Community Colleges (8<sup>th</sup> edition):**  
Master's in business, business management, business administration, accountancy, finance, marketing, or business education **OR** Bachelor's in any of the above **AND** Master's in economics, personnel management, public administration, or JD or LL.B degree **OR** Bachelor's in economics with a business emphasis **AND** Master's in personnel management, public administration, or JD or LL.B degree.  
(Academic Affairs Division, California Community Colleges)
- **Antelope Valley College Equivalency:** A Master's in systems management.  
(Approved: November 19, 2009 Academic Senate Meeting)

**AND** Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

#### Duties:

- Instruct students in the assigned discipline.
- Assignment may include teaching courses during the day, evening, online, and/or off-campus sites.

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## APPLICATION PROCEDURE

It is the responsibility of each applicant to have all the following documents on file in the Human Resources Office by the deadline date in order to continue in the application process for this position.

In order to be considered for placement in the adjunct hiring pool, all of the following materials must be provided. If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Adjunct Faculty Application*.  
**Please do not state "See Résumé" on any part of the application.** Blank spaces or illegible entries may be cause for rejection of the application. The District will not return application materials submitted.
2. A personal résumé.
3. **Two current signed and dated letters of recommendation from individuals having knowledge of your professional experience.**
4. Transcripts\* of all college work from an accredited institution. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.  
    \*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.
5. **For those disciplines with established Academic Senate's approved equivalency, complete the Supplemental Equivalency Request form (attached).**

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



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Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

<p>Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. <b>Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.</b></p>
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AVC is an equal opportunity employer.