



Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF ADJUNCT FACULTY
POSITION**

RN 17-86

Position: **Assistant Coach**
 (Pool for the following sports)

- **Baseball**
- **Football**
- **Men & Women's Track & Field**
- **Men & Women's Cross Country**
- **Men's Basketball**
- **Men's Golf**
- **Men's Soccer**
- **Men's Volleyball**
- **Softball**
- **Women's Basketball**
- **Women's Golf**
- **Women's Soccer**
- **Women's Tennis**
- **Women's Volleyball**

Salary: *Salary Schedule FE (currently \$1,186.43 - \$1,282.99 commensurate with education)*
 Adjunct instructors are hired on a semester basis and are paid per lecture hour equivalent (LHE).

Deadline: **Continuous**
 (To establish pool)

Start Date: **TBD**

INTRODUCTION:

The position is a part-time assistant coach assignment in the Kinesiology and Athletics division.

Required Minimum Qualifications:

- **Minimum Qualifications for Faculty in California Community Colleges (10th edition):**
Any bachelor's degree and two years of professional experience, or any associates degree and six years professional experience.

AND a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (Assembly Bill 1725; Education Code 87360).

DESIREABLES:

- Previous college assistant coaching experience.
- Demonstrated ability to coach, develop and promote an intercollegiate sports program.



- Experience with year round advertisement, recruitment, organization, coordination and implementation of program needs.

DESIREABLES: (Cont'd)

- Demonstrated experience in mentoring students toward achieving positive academic and athletic progress.
- Demonstrated ability to establish and maintain positive effective working relationships with on campus groups including students, faculty, administrators and staff as well as off campus community and education partners.
- Knowledge of the California Community College Association (CCCCA) Constitution and Bylaws.

DUTIES:

- Travel between District locations is also expected.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

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. **Please submit ALL of the following documents:**

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 letter of intent**, addressing qualifications for this position.
3. **A résumé** or curriculum vitae.
4. **Transcripts** from **ALL** college work, to include showing degrees conferred, from an accredited institution(s).
 - a. Unofficial transcripts or photocopies will be accepted to establish the application file; however, official transcripts will be required if the candidate is offered the position.
 - b. Any degree from a country other than the United States., including Great Britain and Canada, must be evaluated by a professional evaluation service, and proof of such submitted with application.
5. **At least two signed letters of recommendation; must be dated within the last one to two years.**
 - a. These letters should pertain to professional experience, and are not general "character references." Applicants are encouraged to request more than two letters to ensure that at least two are received prior to application review. No faxed or e-mailed copies will be accepted.
6. For those disciplines with established Academic Senate's approved equivalency, if applicable and you are requesting equivalency evaluation, complete the Supplemental Equivalency Request form (attached).

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance and income protection policies, and eligibility to enroll in the State Teachers' Retirement System.

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



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday (7:30am – 11:30am)

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

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

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.

AVC is an equal opportunity employer.