



ANTELOPE VALLEY COLLEGE

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

RN17-03

ADJUNCT INSTRUCTOR POSITION

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

POSITION: Digital Media Instructor

SALARY: Placement on the applicable salary schedule is commensurate with education.
Salary Schedule E (currently \$1,168.26 - \$1,426.82 commensurate with education)
Adjunct instructors are hired on a semester basis and are paid per lecture hour equivalent (LHE).

DEADLINE: Continuous
(To establish a Pool for upcoming semesters; applications to be reviewed as received and hired as needed)

Required Minimum Qualifications:

- **Most current Minimum Qualifications for Faculty in California Community Colleges (10th edition):**
Any Bachelor's degree **AND** two years of professional experience **OR** any Associate's degree **AND** six years of professional experience. (Academic Affairs Division, California Community Colleges)
- **Academic Senate's approved equivalency:** (Approved: April 1, 2010 Academic Senate Meeting)
Equivalency not needed, per division faculty.

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, and/or off-campus sites.

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/>

Digital Media Adjunct
Continuous

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. In addition to a High School Diploma/GED or equivalent, transcripts of ALL college work must be submitted. Transcripts must include verification of degrees conferred (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.

For more information please go to: <http://www.avc.edu/administration/hr/employment.html>

5. **For those disciplines with established Academic Senate's approved equivalency, complete the Supplemental Equivalency Request form (attached).**

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



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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.

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

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.

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.
