



RN17-210

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

### **ANNOUNCEMENT OF ADJUNCT FACULTY POSITION**

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

**POSITION:** Medical Office Assistant

**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 – Establishing a Pool

**STARTING DATE:** TBD

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#### **Required Minimum Qualifications:** (Applicant must meet one of the following requirements)

- **Most current Minimum Qualifications for Faculty in California Community Colleges:**  
Any bachelor's degree and two years of professional experience, **OR** any associate degree and six years of professional experience (Academic Affairs Division, California Community Colleges)
- **Antelope College Equivalency:** No Antelope Valley College Equivalency

**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).

#### **Desirable Qualifications:**

- 1 year of collegiate teaching experience
- BA/BS in health related field

#### **Duties:**

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

## APPLICATION PROCEDURE

To be considered an applicant for an Adjunct Faculty position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00 p.m. Monday through Thursday and 11:30 a.m. on Friday the deadline date.

### Required Application Materials:

1. A completed and signed Antelope Valley College [Adjunct Faculty application](#)
2. Resume
3. Transcripts of ALL college work (unofficial or copies accepted to begin file) that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred.
4. Two letters of recommendation related to your professional experience (within one year)
5. California Community College Credential, if held (possession of a CCC credential is not required)
6. **For those disciplines with established Academic Senate's approved equivalency; complete the Supplemental Equivalency Request form (if applicant is applying based on an equivalency and is requesting review, a blank form is provided with the application).**

**Note:** Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service.

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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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Resources 3041 West  
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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.

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.