



**ANTELOPE VALLEY COLLEGE**  
invites applications for the position of:

## **Medical Office Assistant Adjunct**

**SALARY:** \$74.06 - \$80.09 Hourly

**DEPARTMENT:** Health & Safety Sciences

**OPENING DATE:** 02/09/21

**CLOSING DATE:** Continuous

Adjunct instructors are hired on a semester basis and are paid per lecture hour equivalent (LHE). Minimum - \$74.06 (less than a masters) and Maximum - \$80.09 (Doctorate)

Establishing a Pool

Cover Letter, Resume, Transcripts for all Degrees, Two Letters of Recommendation

### **DESCRIPTION:**

Antelope Valley College invites applications for our adjunct (temporary, part-time) faculty applicant pool for the Health and Safety division.

### **REPRESENTATIVE DUTIES:**

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

### **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 or equivalency.
- **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

**OTHER INFORMATION:****EQUAL OPPORTUNITY EMPLOYER:**

*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.*

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**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 INSTRUCTIONS - PLEASE READ**

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
  1. This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
  2. All out of the country transcripts must be evaluated prior to submitting them with applications.
    - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
  3. If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
  4. Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
  5. For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.

Travel expenses for pre-employment interviews and employment processing will not be authorized.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.avc.edu>

Position #RN20-06  
MEDICAL OFFICE ASSISTANT ADJUNCT  
AP

3041 West Avenue K  
Lancaster, CA 93536  
(661) 722-6300  
(661) 722-6311

<http://www.schooljobs.com/careers/avc>

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