



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:**     **Computer Applications Instructor**

**SALARY:**       Placement on the applicable salary schedule is commensurate with education.

**Salary Schedule E - \$1,168.26 - \$1,426.82**

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)

### **Required Minimum Qualifications:**

- **Most current Minimum Qualifications for Faculty in California Community Colleges (10<sup>th</sup> 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:** (Approval: March 21, 2013 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.

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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/>

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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 that supports and substantiates the requirements of the position. 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 (if applicant is applying based on an equivalency and is requesting review, a blank form is provided with the application).**

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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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Office of Human Resources  
 3041 West Avenue K  
 Lancaster CA 93536  
 (661) 722-6311  
 Voice/Relay, (661) 722-6300 ext. 6360  
 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.

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