Employment Opportunity

Instructional Assistant I
Mathematics - CL12-56

Apply by Tuesday, January 29, 2013

About the Position: The currently advertised full-time position will perform a variety of standard to difficult duties, including instructional program support, tutoring and administrative activities in support of the Mathematics program. An Instructional Assistant position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties: Under the direction of the Math Learning Center Director, in collaboration with the Dean of Natural and Applied Sciences:

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials and exercises to individuals and groups
- Maintains communications with instructors to reinforce materials presented in the classroom
- Tutors students individually and/or in small groups to reinforce class material from any Mathematics courses offered; keep abreast of Mathematics program changes
- Coordinates materials, equipment, facilities and supplies for classes
- Sets up, installs, maintains and services equipment (e.g. laptops, webcams, smart pens, and calculators), materials and supplies used in classes, laboratories, workshops and supplemental tutoring sessions
- Trains students and others in the safe use of specialized equipment, computer hardware and software, and procedures and processes
- Administers and scores tests and examinations
- Answers students' questions and advises regarding Mathematics assignments. This includes the full range of courses taught the first two years of college in Mathematics
- Assists in completing and processing various forms, certificates and other documents
- Maintains physical environment and condition of facility and its equipment
- Maintains student records; keeps other detailed records such as budget, financial and attendance records
- Maintains an inventory of and requisitions supplies and equipment
- Maintains the security of special, technical or hazardous supplies and equipment
- Schedules student appointments, tests, meetings and facilities
- Operates standard office equipment and instructional media, which may include a variety of database, website maintenance and e-learning software
- Prepares periodic and special reports
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date
- Effectively organize an office and/or lab environment
- Assists in the recruitment, selection, training, and scheduling of student assistants and student tutors
- May conduct workshops, orientations and meetings
- Performs related duties as required or assigned

Minimum Qualifications:

Equivalent to completion of two years of college with college-level, lower division * coursework in Mathematics (including Calculus I, II, III) *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the Mathematics program and two years of experience in either educational support work which has included interaction with students in a classroom, laboratory, or tutorial setting, or work in the program area to which assigned.

Please note: Successful completion of the calculus series is required. Additional experience that would provide the required subject matter expertise as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.

Knowledge of:

- Subject matter of the Mathematics program
- Effective instructional techniques
Knowledge of (continued):
- Principles, theories, practices, methods and equipment of the Mathematics program
- Health and safety practices related to the Mathematics programs
- Standard office practices and procedures including filing, and the operation of office equipment, including personal or online computers (e.g. word processing, spreadsheet and database software)
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation
- Effective methods of tutoring Mathematics students individually or in groups
- Coursework included in the first two years of college: coursework in Mathematics, including Calculus I, II, and III

Skill in:
- Safely operating, maintaining and demonstrating the use of specialized equipment (e.g. laptops, webcams, smart pens, and calculators), supplies and materials
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students, including the correct use of grammar and punctuation in a lab or workshop setting or online
- Keeping abreast of Mathematics program changes
- Coordinating multiple projects and meeting deadlines
- Operating a personal computer to enter, edit and retrieve data and generate reports
- Maintaining accurate records, files and databases, which may include a variety of database, website maintenance and e-learning software
- Learning new software as required for duties as outlined
- Effectively operating and maintaining an orderly instructional environment
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work including those from diverse backgrounds
- Understanding and following oral and written instructions

Desirable:
- Knowledge of at least one of the following areas of Mathematics: Statistics, Probability Theory, Finite Math or Linear Algebra

Other Minimum Requirements:
- Must be willing to work evenings and/or weekends as needed

Salary: $2,828 to $3,117 per month to start; seven-step schedule to $3,789 per month. Full-time assignment, 10 months per year; work days and hours to be arranged. Classified employees are required to join the Public Employees’ Retirement System (PERS) and as such must contribute 7% of their monthly salary to PERS on a pre-tax basis. Position scheduled to begin February 2013, pending funding and Governing Board ratification.

* Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply: Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
or fax to: (831) 477-3545
Phone: (831) 479-6217
**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment application.

b) Resume – job related

c) One to three letters of recommendation which address the candidate’s ability to perform the duties of this position

d) Verification of educational qualifications *(Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)*

- Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

OR

**Verification of experience qualifications:**

- Experience may be substituted for the education requirement on a year-for-year basis. Applicant must provide written evidence that proves additional experience is equivalent for purposes of substitution.

e) Criminal History Inquiry Supplemental to Application

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:** All application materials MUST be received in the Human Resources Department by:

Tuesday, January 29, 2013. *(Postmarks or e-mail transmittals are not accepted.)*

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.