Description of Position

College of the Sequoias is seeking an applicant to fill a full-time, tenure-track position in the Business Division beginning August 2015. Teaching assignment will include statistics, quantitative methods, computer application courses such as Windows, Word, Excel, Access, as well as general business courses. Evening classes and teaching at one of the campus centers (Visalia, Hanford, and Tulare) may be required.

Participation in the governance of the College by way of committee assignments is encouraged. Other responsibilities include maintenance of a required number of office hours to meet student needs, full participation in departmental responsibilities, and the willingness to create and participate in and sustain an atmosphere of equality that is respectful of diversity campus wide.

Minimum Qualifications

The candidate must meet one of the following criteria. The degree must generally be from an institution accredited by the Western Association of Schools and Colleges or the equivalent.

- Master's in business, business management, business administration, accountancy, finance, marketing, or business education OR
- Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or JD or LL.B. degree OR
- Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. degree OR
- The equivalent AND

- Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.

Candidates claiming equivalency must demonstrate a combination of education and other accomplishments that are equivalent to the MQ's. If claiming equivalency, you will need to read the Board Policy 5001 on equivalency and prepare a statement documenting how you feel you meet the equivalent qualifications.

Note: Candidates claiming equivalency must receive a judgement of equivalency from the COS Equivalency Committee prior to the interview.

Desirable Qualifications

The Business Division is looking for evidence of the following:

- MBA Desirable.
- Recent successful teaching experience at the adult, secondary, and/or postsecondary level within area of assignment.
- A background in business, statistics, and computer applications.
- Successful teaching or work experience with diverse student populations. (Diversity response will be completed as part of the application blank.)
- Ability to make a positive contribution to the instructional program at College of the Sequoias by developing instructional activities, course syllabi, course outlines and other necessary material.
• Ability to evaluate one’s pedagogy and subsequently to adapt that pedagogy to meet the learning needs of students.
• Familiarity with the educational needs of students pursuing careers in business and computer applications.
• The ability to work collegially.
• A commitment to the discipline(s).
• Ability to incorporate student learning outcome objectives within course and programs and willingness to use and develop stated objectives and measures.
• Ability to make a positive contribution to the instructional program at College of the Sequoias by developing instructional activities, course syllabi, and other necessary materials.
• Experience with or interest in alternative instructional modes, such as web-based or on-line instruction, multi-media systems, cooperative learning, or integrated curricula.

Conditions of Employment

Salary is commensurate with education and experience. Initial placement with Master's degree ranges from $54,663 to $72,069.
Medical/dental/vision insurance program for employee and dependents and $100,000 employee life insurance is provided.
Retirement Plan provided.
Contract period is for ten (10) months during the regular academic year beginning August 2015 through May 2016.
Pre-service orientation and/or inservice meetings will be offered in August 2015.
A collective bargaining agreement exists, and membership in the College of the Sequoias Teachers Association (COSTA) or payment of a service fee is required.

Screening Procedure

Only complete application packages will be evaluated by the screening committee as soon as possible after the closing date. Application materials will be evaluated to determine how fully the applicant meets the Desirable Qualifications. This evaluation process will determine which applicants will be invited for an interview including a teaching demonstration. The most successful interviewees will be invited to a second interview with the College Superintendent/President.
All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline, March 18, 2015 / 4:30 p.m.
• Completed COS academic/administrative application form
• Diversity Statement (included in the application packet)
• Letter of interest which addresses the Desirable Qualifications. In this letter we invite applicants to expand on strengths not covered in other parts of the application.
• Resume
• Unofficial copies of transcripts of all college/university work (If transcripts are not in English, include a summary of courses and grades). Official transcripts required upon employment.
• Equivalency document (if necessary)
• Two (2) recent letters of recommendation addressing pertinent experience or equivalent competencies

Submit to:
Julie Carroll
(559) 737-6237
JulieC@cos.edu
Human Resource Services
Position: 4965–f–02–15
College of the Sequoias CCD
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277

Notice to all candidates for employment

“College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.”

“College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.”