

Santa Clarita Community College

Hotel and Restaurant Management

Adjunct Instructor Applicant Pool

Salary

\$88.30 Hourly

Location

College of the Canyons, CA

Job Type

Part-Time Faculty

Job Number

202300111

Division

Business

Department

Hotel & Restaurant Management

Opening Date

01/29/2024

Direct link to apply: <http://tinyurl.com/4x3c3bs7>

Description

We are now accepting applications for the Adjunct Instructor Applicant Pool. Adjunct pools are open on a fiscal year basis for continuous recruitment for department assignments. Please review application material requirements carefully to ensure successful submission. **Your application will not be considered until all required documents are received.**

The teaching assignment may be at the Valencia or Canyon Country campus, or other college teaching locations. Part-time faculty positions are as needed positions and do not accrue rights to tenure. Part-time faculty positions offer flexible hours and the opportunity to assist a diverse group of students in achieving their educational goals. We offer a wide range of opportunities in transfer, general education, vocational and occupational programs.

Example of Duties

College of the Canyons is seeking adjunct faculty members in Hotel and Restaurant Management. Applications will be considered for immediate and future eligibility into the Hotel and Restaurant Management Applicant Pool. We are accepting applications on an on-going basis for future consideration into the Applicant Pool. When no review date is listed for an Adjunct Instructor position, the position is open until filled. Your application will not be considered until all required documents have been received.

Service

- Assume leadership roles both within the department and in the institution as a whole. Commitment to serving the needs of the student, department, college, and community. Collaboration across disciplines and utilization of student support resources. Participation in department, division, college committees, and participatory governance activities.
- Participation in curriculum and program development.
- Work collegially and collaboratively within the college community.
- Participation in ongoing professional development.

Teaching

- Ability to create a dynamic learning environment that values instructor/student interaction.
- Ability to effectively engage with and facilitate authentic learning for students of diverse backgrounds, cultures, and experiences.
- Ability to adapt teaching pedagogy to the knowledge of each individual and class. Ability to self-reflect and respond to an evidence-based assessment of student learning.
- Demonstrated experience and commitment to integrating new technologies into the learning process, including but not limited to interactive technologies for on campus and on-line courses.
- Ability to communicate effectively orally and in writing.

Qualifications and Minimum Requirements

Possession of an **unexpired** California Community College Instructor Credential in Hotel and Restaurant Management.

OR - Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the [equivalent](#);

OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the [equivalent](#).

Please note:

- Professional experience includes both work/occupational experience and teaching experience. Teaching and occupational experience may be combined to total the required number of full-time years of experience.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- A teaching demonstration may be required at the interview stage.
- From time to time the equivalencies accepted by departments change. If you are qualifying under an equivalency, please note that if hired you must qualify under the established minimum qualifications or department equivalency(ies) in place at the time of hire.

Further Details

CONDITIONS OF EMPLOYMENT

Assignments may include Monday through Friday (day and evening), as well as Saturday classes.

Adjunct Salary Rate: Starting at **\$88.30** per hour. (Click [HERE](#) to view Academic Adjunct Salary Schedule).

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential/transcripts, background fingerprint clearance, tuberculosis screening, proof of eligibility to work in the United States (College of the Canyons hires only individuals lawfully authorized to work in the United States) and Board of Trustees approval as required.

APPLICATION INSTRUCTIONS

All materials listed below are required to be considered for an interview. Applicants are encouraged to apply online by visiting our website at [Jobs at COC](#). All application materials must be uploaded online or received by the Human Resources Department, located in the University Center, Suite 360. College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California 91355. If you require assistance, please contact the Human Resources Office at (661) 362-3427 or for hearing impaired TTY/TDD (661) 362-5178.

- District ACADEMIC Application.
- **Current detailed resume** summarizing education and experience.
- Complete **College transcripts verifying educational degree(s) and/or coursework required for the position**. Unofficial or copies of transcripts may be submitted for application purposes (please include both the front and back of ALL transcript pages); however, official transcripts must be submitted at the time of hiring. Copies of college diplomas are not acceptable in lieu of transcripts.
 - **Important note on minimum education requirements:** Units and/or degree(s) earned must have been awarded by a college or university accredited by an agency recognized by the American Council on Post-Secondary Education. The candidate is responsible for providing equivalency evaluation recognized by the District for degrees and/or units earned outside the United States, degrees from a college or university not accredited by an agency recognized by the American Council on Post-Secondary Education, or if degree is not in the exact discipline required. For your convenience, we accept any company who is a current member of NACES.
- **Letters of reference** are optional.

It is the applicant's responsibility to ensure that the official application packet is fully and correctly completed. All materials submitted become the property of the District. Materials will not be returned, copied or considered for other openings. **Complete applications will be kept on file for two (2) years from the date the application is initially received.**

SELECTION AND APPLICANT POOL PROCESS

Positions are open until filled. The above position represents the anticipated need for the upcoming semester(s) or the applicant pool. The department may review materials at any time based on enrollment needs and the Human Resources Office will contact selected applicants for the interview process. Only completed application packets that meet the minimum qualifications or established equivalency will be considered.

Qualified applicants who successfully complete the selection and interview process will be placed in the applicant pool and may be eligible for adjunct employment with the District anytime within the next 36 months.

EQUAL EMPLOYMENT POLICY

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital

status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3428.

Agency

Santa Clarita Community College District (CA) / College of the Canyons (CA)

Address

26455 Rockwell Canyon Rd.

Santa Clarita, California, 91335

Phone

661-362-3427

Website

<https://www.canyons.edu/administration/humanresources/>