

THE COLLEGE

Hartnell College is one of the oldest educational institutions in California. It was originally established in 1920 as Salinas Junior College and was renamed in 1948 after William Edward Petty Hartnell, who founded the first school in this region in 1834. The main campus, located in Salinas, was developed in 1936 and remains as the valued cultural and educational center of the Salinas Valley.

Hartnell offers the first and second year of a baccalaureate program, and awards the associate of arts/sciences degrees and certificates of proficiency. The College has transfer agreements with many California State University and University of California Campuses that guarantee admission for Hartnell Students who have completed the two-year requirements.

For more information, or to request an application packet, contact:

HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY

411 CENTRAL AVENUE
SALINAS, CALIFORNIA 93901

(831) 755-6706

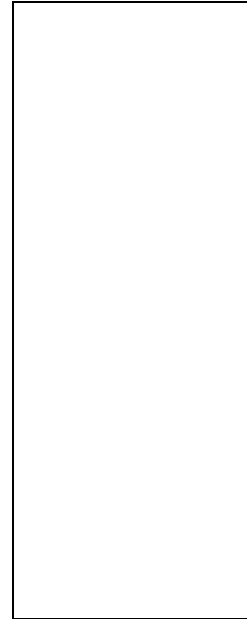
FAX: (831) 755-6937

work@hartnell.edu

www.hartnell.edu/hr

Application available on-line!

*Hartnell College
Human Resources and Equal Employment Opportunity
411 Central Avenue
Salinas, CA 93901*



HARTNELL COLLEGE



Employment Opportunity

TEMPORARY SPEECH / COMMUNICATION INSTRUCTOR

Filing Deadline: **Open Until Filled**

REPRESENTATIVE DUTIES

- Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methodologies, and informed critical feedback on assignments and discussions.
- Teach courses in general speech, interpersonal communication, intercultural communication, and small group communication.
- Expansion of the current speech curriculum, especially in the area of intercultural communication.
- Participate in the development of the curriculum for new interpersonal communication and small group classes.
- Participate in the continued curriculum development of the intercultural communication, the public speaking, and the introductory curriculum.
- Participate in the possible development of a listening laboratory.
- Participate in grant writing to support the technical advancement of the speech/com department.
- Participate in recruitment activities that include: speech contests, college days, high school visitations, and university visitations.
- Comply with college and division policies in the performance of duties.
- Maintain scheduled office and campus hours.
- Participate in department and division meetings.
- Participate in campus wide activities and committees.
- Late afternoon, evening, weekend, or assignments off the main campus may be required.
- Teach scheduled classes and perform related duties as assigned, including timely compliance with clerical and administrative responsibilities.

MINIMUM QUALIFICATIONS*

- Must be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
- A Master's in speech, speech broadcasting, telecommunications, rhetoric, communication, speech communication, or organizational communication **OR** a Bachelor's in any of the above **AND** a Master's in drama/theater arts, mass communication, or English **OR** the equivalent. (Applicants applying for equivalency

consideration must submit a District form for Equivalency Committee review.)

DESIRED QUALIFICATIONS*

- ◆ Demonstrated excellence in interpersonal and public speaking skills.
- ◆ Demonstrated excellence in the classroom in teaching intercultural, interpersonal, or small group communication.
- ◆ Demonstrated excellence working with peers.
- ◆ Demonstrated excellence using technology mediated instruction.
- ◆ Experience developing course curriculum.
- ◆ Experience developing laboratories.

** Meeting the minimum and/or desired qualifications does not assure any candidate an interview.*

CONDITIONS OF EMPLOYMENT

Regular, temporary, academic, position beginning August 18, 2008. Annual starting salary range: \$49,365 to \$70,124 based on 176 days **(placement dependent upon educational background and appropriate full-time teaching experience)**. District-assisted health and welfare coverage for employee and dependents includes medical, dental, and vision. Life, accident, and income protection insurance premiums are available for the employee only. State Teacher's Retirement System (STRS) membership is required. The District participates in contributions to STRS.

All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation.

Individual selected is required to be fingerprinted and must submit to a tuberculosis examination.

APPLICATION PROCEDURE

All applicants **must** provide the following items in order to be considered in the initial screening:

- 1) A completed application for academic service.
- 2) A resume and cover letter.
- 3) A copy of transcripts verifying educational requirement(s). Unofficial transcripts or legible copies are acceptable.

ONLY MATERIALS REQUESTED WILL BE FORWARDED TO SELECTION COMMITTEE.

It is the applicant's responsibility to be sure that all required materials are in the Human Resources office by 4:30 p.m. on the filing deadline. Submit **all** application materials together. Applicants submitting incomplete application packets cannot be considered.

All documents included in your application file become the property of the college and will not be returned. Your file for this opening will not be considered for future openings.

EQUAL OPPORTUNITIES

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, Vietnam-era veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.