

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 & EEO
411 Central Avenue
Salinas, CA 93901*

HARTNELL COLLEGE



Employment Opportunity

(TEMPORARY) LEARNING SKILLS SPECIALIST- NURSING LAB

Filing Deadline: Open Until Filled

REPRESENTATIVE DUTIES

- Collaborate with nursing faculty and staff to assure course objectives are achieved.
- Plan and coordinate skills laboratory activities according to established guidelines.
- Perform instructional duties; develop audio-visual materials and models for classroom use; test new software applications for classroom or instructor use.
- Perform Clinical Instructor duties as directed in selected clinical settings.
- Coordinate logistical support for laboratory.
- Maintain records of materials and equipment used by students.
- Manage current inventory of equipment, materials, and supplies; oversee and assure security of laboratory equipment; research and purchase equipment and supplies in collaboration with nursing director.
- Assist students in selected subjects for remedial, supplemental or enrichment purposes; observe progress of students and share observations with instructor.
- Innovate and utilize approved instructional techniques to encourage selected behaviors.
- Monitor student records and monitor student progress reports.

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 Bachelor's in Nursing or a related field, Master Degree Preferred.
- A current California Board of Registered Nursing License.
- One year of experience, within the previous five years, as a registered nurse providing direct patient care.

DESIRED QUALIFICATIONS*

- ◆ Bilingual (English and Spanish or Tagalog)

** 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. This is a 35-hour per week assignment. Starting salary commensurate with education and experience. Contract length is 176 days per academic year. 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 employee. 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/CV and cover letter.
- 3) A copy of College & University transcripts verifying educational requirement(s). Unofficial transcripts or legible copies are acceptable.
- 4) A copy of BRN License

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. 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.