



PART-TIME FACULTY POOL, BUSINESS & OFFICE TECHNOLOGIES

I. GENERAL INFORMATION

Chaffey College is seeking applicants for possible teaching opportunities in Business and Office Technologies. All applicants are expected to meet the California State Community College Minimum Qualifications for business and office technologies instructors. Meeting the minimum qualifications does not guarantee employment or an interview

Keyboarding (Touch typing skills)

Fundamentals of English for Business

Proofreading/Text-Editing Skills

II. MINIMUM QUALIFICATIONS

- A Bachelor's degree **AND** two (2) years of professional experience; **OR**
- An Associate's degree **AND** six (6) years of professional experience; **OR**
- Possession of a valid Lifetime California Community College credential authorizing service as an instructor in business and office technologies **OR**
- The equivalent; **AND**
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college staff and students.

III. APPLICATION PROCEDURE

Applications are accepted on a continuous basis until the opportunity is filled or until otherwise indicated on the CCC Registry listing. In order to be considered for a part-time teaching opportunity at Chaffey College, you must submit all of the following documents through the CCC Registry website:

1. CCC Registry online application
2. Resume/curriculum vitae
3. Unofficial transcripts are required immediately upon consideration for a teaching assignment, and official transcripts are required within 30 days of employment.

Once your application and resume are submitted through CCC Registry's website, your information will be available for review by the District's designated personnel for potential part-time teaching opportunities within the discipline. If you are identified as a potential candidate for an open course, you may be contacted by a District representative.

IV. COMPENSATION

Part-time faculty compensation is commensurate with education and District teaching experience according to the lecture, lab, or non-instructional rate schedules.

V. ADDITIONAL INFORMATION OR ASSISTANCE

If you have any questions related to the qualifications or application process, please call the Chaffey College Office of Human Resources at (909) 652-6528 or (909) 652-6525.

If you have questions related to CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please call the CCC Registry directly.