

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Instructional Associate, Student Success Center

Job #07-147

Closing Date: 02/23/07

The Foothill-De Anza Community College District is currently accepting applications for **Instructional Associate, Student Success Center, De Anza College**.

#### **The Student Success Center (SSC):**

The SSC supports instruction and learning in eight areas, each of which provides a variety of courses, programs, and services. Housed within the Language Arts Division, the SSC's mission is to support learning for all students across the curriculum through integrated programs in an open and collaborative environment. The eight areas include: Listening and Speaking Lab, Math and Science Tutorial Center, ESL Readiness Programs, Writing and Reading Center, Tutorial Center Programs, Academic Skills Center, English Writing Readiness Labs, Instructional Computing Labs, and Reading Readiness Programs. The Instructional Associate, assisting faculty leaders of these programs in collaboration with other classified staff throughout the SSC, is a valued member in campus-wide efforts to provide instructional support in and out of the classroom.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Director, Student Success Center, assist in facilitating the instructional support program, its curriculum, record keeping, scheduling, testing, promotion, and student support. Participate in hiring, scheduling, and training teaching assistants and student employees. Prepare weekly census, quarterly grading, and other routine reports. Advise students with class problems. Maintain office supplies including ordering books and appropriate materials. Compile, organize, copy and maintain records of instructional materials. Facilitate small-group instruction. Participate in and record minutes of staff meetings. Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree in a related field.
3. Three years related instructional experience.

#### **PREFERRED QUALIFICATIONS:**

1. Bachelor's degree.

In addition, successful candidates will demonstrate the following:

1. Knowledge of basic reference materials and effective study techniques.
2. Knowledge of modern office practices, procedures and equipment, including accurate data entry and retrieval, word-processing and use of spreadsheets.
3. Ability to effectively instruct students from diverse backgrounds.
4. Ability to communicate effectively both orally and in writing.
5. Ability to plan and prepare schedule of classes.
6. Ability to effectively use interpersonal skills with tact, patience and courtesy.
7. Ability to maintain accurate records using proper record keeping techniques.
8. Ability to maintain student and personnel confidentiality.
9. Ability to prioritize and schedule work.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Instructional Associate, Student Success Center.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

#### **CONDITIONS OF EMPLOYMENT**

**Salary:** \$3,758.27 per month plus benefits; level N-45

**Position:** Full-time, Permanent, 10 months per year

**Required:** Working one or more nights a week.

**Starting date:** As soon as possible upon completion of the search process.

-OVER-

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>