We are accepting applications on an ongoing basis for future consideration into the Eligibility Pool. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees' approval. When no review date is listed for an Adjunct Instructor position, the position is open until filled. Your application cannot be considered until all required documents have been received.

**POSITION AND RESPONSIBILITIES**
Pasadena City College is hiring adjunct Business Instructors. Adjunct faculty plan and organize academic instruction according to approved course outlines and student learning outcomes; instruct and assist a diverse population of students to achieve their goals; provide informed feedback on assignments and discussions; evaluate student performance using appropriate assignments and activities; maintain accurate records of course enrollment and student academic progress; submit grades and student learning outcomes data in a timely manner.

**MINIMUM QUALIFICATIONS**
Possession of a California Community College Instructor Credential in Business;

- Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education.

- Bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or JD or LL.B degree.

- Bachelor's degree in economics with a business emphasis, AND master's degree in personnel management, public administration, or JD or LL.B degree.

- The equivalent (Applicants that do not meet the minimum qualifications and request to be considered under equivalent qualifications are reviewed by a five-member committee from the Academic Senate before an invitation to interview can be extended);

- The ability to demonstrate clear evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**ASSIGNMENT AND SALARY**
Adjunct faculty must be available to teach Monday through Friday (day and evening), as well as Saturday classes. Adjunct faculty may not teach more than 67% of the full-time equivalent load of regular full-time faculty.

Successful applicants will be paid at an hourly rate to be determined from the Adjunct Credit Semester Faculty Salary Schedule which is available online at compensation salary schedule.

**MISSION**
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.
APPLICATION AND SELECTION PROCESS

Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr.

Please keep in mind the following:

- If you do not follow the process or your application/resume is incomplete, your information will not be processed.
- The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. After a review of applications received, the District may require the completion and submission of supplemental documents prior to the interview process. A teaching demonstration may be required at the interview stage. It is, therefore, important that the application be thorough and detailed.
- While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
- Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388.

All materials listed below are required for your application packet to be considered complete:

1. Resume
2. Transcripts verifying education and degree(s) required for this position. Unofficial copies may be submitted for application purposes, however official transcripts must be submitted upon offer of employment. Copies of diplomas are not acceptable in lieu of transcripts. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.

After a review of applications received, the District may require the completion and submission of supplemental documents prior to the interview process. A teaching demonstration may be required at the interview stage.

Positions are open until filled. The department may review materials at any time based on enrollment needs. Human Resources will contact selected applicants for the interview process. Qualified applicants who successfully complete the selection and interview process will be placed in the eligibility pool and may be eligible for adjunct employment with the District anytime within the next 36 months.

ADDITIONAL INFORMATION

- Successful applicants must provide proof of eligibility to work in the United States.
- Applicants must be available for interviews at Pasadena City College at no cost to the District.
- Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Office of Human Resources directly at (626) 585-7388.
- The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District office at 1570 E. Colorado Blvd., Pasadena, CA 91106.
- Crime awareness and campus security information are available from Campus Police. (Public Law 101-542)
- The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.
- An applicant, who attempts to contact individual Board members or members of the screening committee with the intent of influencing the decision of the committee or the Board, will be disqualified. General inquiries regarding the position and/or District employment should be directed to the Office of Human Resources.