

**Exhibit 9c:
Job Descriptions and
Qualifications**

Faculty Positions

San Joaquin Valley College
Job Description

Job Title: Faculty
Department: Academic Affairs & Student Services
Reports To: Academic Dean
Classification: FT Exempt PT Hourly
Evaluation Form: FA (Faculty)

Summary: Working with minimal supervision from the Academic Dean and technical supervision from the Program Director or Division Manager, faculty are primarily responsible for the delivery of lecture and/or lab instruction to a population of diverse students.

Essential Duties and Responsibilities:

- Prepares course work for all assigned classes and teaches assigned courses in accordance with established SJVC approved curriculum and course outlines.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities
- Participates in college governance, committees and task forces.
- Attends educational and campus meetings.
- Contacts students outside the classroom due to student absence to relay information related to class work and assignments.
- Offers students additional tutoring outside class time.
- Refers students to appropriate campus resources.
- Performs various functions and duties directly related to the program or the operations of the campus.
- Informs students about course requirements, evaluation procedures and attendance requirements.
- Maintains necessary attendance, scholastic and student records, and submits records according to published guidelines.
- Participates in professional development, advisory board meetings, student and other educational activities in accordance with college policy.
- Maintains current knowledge in the field, vocation or profession.
- Participates in the evaluation, revision and development of curriculum and instructional methods.
- Participates as assigned in various campus activities and duties.
- Performs other duties as assigned

Supervisory Responsibilities: Faculty supervise student conduct in the classroom, on the campus, and on field trips and school related functions.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies:

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies:

Instructional Skills – Comes across as confident and well-prepared when providing instruction in small and large groups; effectively utilizes instructional resources to meet the variety of student learning needs; applies engagement and assessment techniques.

Content-Specific Knowledge - Understands the fundamentals, skills, methods and procedures within their area of expertise and instructional practice.

Dependability - Makes and fulfills commitments; has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for actions; willingly makes promises and fully intends to keep them; arrives to work on time and ready to contribute; shows up for meetings well prepared.

Student Achievement Focus - Personally demonstrates that students and employers are a high priority; identifies student needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the student; keeps student informed about progress.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must meet or exceed all standards listed in Minimum Faculty Qualifications. Required degrees must be from accredited institutions.

Language Skills

Ability to read, analyze, and interpret materials related to area of expertise; ability to respond to common inquiries or complaints from students, employees and members of the business community; ability to effectively present information to students, employees, and the business community.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Word, Excel, Access, Outlook and all software programs related to courses to be taught.

Certificates, Licenses, Registrations

Faculty must have required certificates, licenses and registrations required for the course(s) they are to teach.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk; hear and speak. The employee is frequently required to walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In some and/or all vocational classrooms, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Administration and Staff Positions

San Joaquin Valley College
Job Description

Job Title: Campus President I
Department: Administration
Reports To: Regional VP of Operations
Classification: Full-time, Exempt
Evaluation Form: CD (Campus President)

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Regional VP of Operations the Campus President I is responsible for the quality, operational effectiveness, growth and successful day-to-day operation of the assigned campus. The position requires exceptional management skills, demonstrated leadership ability, strategic thinking, business acumen, problem solving and technical expertise. This position is accountable for attaining all campus goals and objectives set forth by Senior Leadership.

Essential Duties and Responsibilities:

- Develops and executes strategic and operational initiatives to achieve student, employee, and business goals
- Effectively manages campus profitability margin
- Ensures campus achievement of enrollment and graduate services' modular, quarterly, and annual goals
- Actively assesses and provides direction to academic leadership, ensuring achievement of student and program outcomes
- Ensures effective human resources management through strategic hiring, developing, leading and evaluating campus management team, staff and faculty
- Identifies opportunities to increase operational efficiencies; employs innovative systems that maximize shared resources to sustain outcomes
- Assures compliance with all established SJVC policies and procedures, as well as federal, state and accreditation mandates
- Maintains an attractive and safe campus environment ensuring facilities are well-maintained, resource needs are forecasted, acquired and effectively implemented
- Develops and maintains partnerships with community stakeholders to increase SJVC presence and foster the student and employee brand
- Implements and supervises the College's Safety Program including the Emergency Action Plan and Injury and Illness Prevention Plan
- Participates in shared governance through committee representation at the campus and institutional level
- Performs other duties as assigned

Supervisory Responsibilities: Manages campus leaders in the admissions, academics, student services and graduate services departments, and others as appropriate. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Innovative Thinking – Identifies new and innovative approaches that will improve efficiency; embraces and champions new ideas and encourages others to do likewise; recognizes and rewards people and teams who are creative and innovative.

Judgment – Displays ability to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Deliver Results – Achieves defined strategic objective and productivity targets.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Baccalaureate degree required. Master's degree preferred. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.
- 5+ years' experience in career education
- 2+ years' experience in business operations, preferably with P&L responsibility
- Experience in analyzing data related to student, employee, and business unit outcomes and creating focused strategies for growth
- Must be results oriented and able to manage multiple processes and activities simultaneously
- Previous experience working in a complex work environment with multiple reporting lines
- Strong computer skills (MS Office) and the ability to master software programs for student, employee, and business records

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook as well as proprietary software used to maintain student records.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Academic Dean
Department: Academic Affairs
Reports To: Campus President
Classification: Full-time, Exempt
Evaluation Form: CL (Campus Leadership)

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Campus President and technical supervision of the Director of Instruction, the Academic Dean is responsible for the day-to-day operation of the educational programs and the faculty on the campus.

Essential Duties and Responsibilities:

- Supervises instruction to ensure the integrity of educational programs on the campus through weekly classroom observations
- Coordinates faculty teaching schedules, classroom and lab facilities, and campus activities
- Coordinates faculty recruitment, hiring, and evaluation according to established policies
- Builds capacity of faculty and administration through ongoing professional development
- Coordinates assigned portions of new faculty orientation and training
- Assesses and analyzes student mastery of course and program learning
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning
- Contributes to outcome discussions at the campus, program and institution levels
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities
- Maintains records, statistical reports, examinations, data, and other program-specific items as required by the college, accreditation, or governmental agencies and participates in program reviews, institutional committees, etc. as required
- Performs other duties as assigned

Supervisory Responsibilities: Supervises academic administrative staff, student center coordinators, and is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication - Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Leadership – Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Strategic thinking – Develops initiatives to achieve organizational goals; adapts strategy to changing conditions.

Conflict resolution – Takes actions that resolve conflicts in a manner that is best for both the organization and the individuals involved; addresses complaints and problems quickly and effectively; keeps all parties informed of the status of any negotiations required; encourages employees to report problems or concerns and negotiates outcomes that are viewed as fair and even-handed.

Analytical – Synthesizes complex or diverse information; uses intuition and experience to complement data.

Implementing policies – Ensure that new policies are understood and taken seriously; communicates new policies and procedures to employees, supports them with adequate and timely resources; monitors actual practices in a manner that makes it clear that full compliance is expected; avoids behavior or communications that might send a mixed message about the importance of new procedures or suggests that full compliance is optional.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Baccalaureate degree with a Master's degree preferred in education or related field. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided. Must possess a minimum of 5 years of administrative experience.

Language Skills – Ability to read and interpret documents such as safety rules, and policy and procedure handbooks; ability to write routine reports and correspondence; ability to speak effectively before groups of employees or students of the campus.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to use common sense in all situations; ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Dean of Student Services
Department: Academic Affairs
Reports To: Campus President
Classification: Full-time, Exempt
Evaluation Form: SS (Student Services)

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Campus President and technical supervision of the Director of Student Services, the Dean of Student Services is responsible for developing, implementing and delivering a variety of services for students attending programs on campus.

Essential Duties and Responsibilities

- Provides resources and referrals for student services such as childcare, transportation, and related services
- Coordinates student functions and activities such as Student Council, award ceremonies, and related activities
- Provides academic counseling and monitors satisfactory academic progress
- Provides counseling for personal and school related problems
- Acts as a liaison between faculty, administration and students
- Acts as a liaison between students and financial services
- Prints the Past Due Cash Flow Report for active and on probation students
- Meets with students who have past due accounts and develops strategies to bring their accounts current
- Develops, implements, and delivers various student retention programs
- Maintains communication and is the liaison between the Registrar and students
- Tracks student attendance, grades, and satisfactory progress
- Produces reports that track student retention, grades and other outcomes
- Participates as assigned in related admissions, education and employment services activities
- Serves as the Campus Coordinator of Disability Resources
- Ensures timely response to CAO requests and directives
- Performs other duties as assigned

Supervisory Responsibilities: Manages Administrative Assistant to the Deans and on some campuses Federal Work Study employees. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following

through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Conceptual Thinking - Grasps concepts, patterns and underlying issues; uses past experience to help identify likely causes and solutions to problems that might otherwise seem to be unique events; helps others see patterns and concepts by using examples and analogies that relate well to their own experiences and current knowledge level.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Manage Multiple Priorities - Handles multiple assignments and priorities yet still fulfills all commitments; readily accepts new responsibilities and adapts well to changes in procedures; gives appropriate priorities to various work demands.

Handle Difficult Issues - Handles sensitive or difficult issues with grace and confidence; remains clear headed and focused and inspires others to do the same; remains objective in the face of strong emotions; can acknowledge strong emotions without being unduly influenced by their intensity.

Implementing Policies - Ensure that new policies are understood and taken seriously; communicates new policies and procedures to employees, supports them with adequate and timely resources; monitors actual practices in a manner that makes it clear that full compliance is expected; avoids behavior or communications that might send a mixed message about the importance of new procedures or suggests that full compliance is optional.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Baccalaureate Degree in counseling, or related major. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided. Must have a minimum of three years of student counseling or related experience.

Language Skills – Ability to read and comprehend instructions, correspondence and memos; ability to write correspondence; ability to effectively present information in one-on-one and group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, and Outlook.

Other Qualifications: Must have thorough knowledge of the SJVC policies and procedures related to students and the education process.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Registrar
Department: Academic Affairs & Student Services
Reports To: Campus President
Classification: Full-time, Exempt

Summary: Working in conjunction with the Academic Dean and Dean of Student Services, the Registrar is responsible for maintenance of student records and performs a variety of administrative activities of a responsible, difficult and confidential nature. The Registrar assists the Campus President by analyzing and coordinating office services, such as customer service, records control and special management studies by performing the following duties.

Essential Duties and Responsibilities:

Administrative

- Studies management methods in the Academic Affairs & Student Services departments in order to improve workflow and simplify report procedures.
- Analyzes department operating practices, such as record-keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
- Studies methods of improving work measurements or performance standards.
- Coordinates collection and preparation of student record reports, such as attendance records, terminations, enrollments, transfers, leaves of absence, failed courses and statistical records of progress data.
- Prepares reports, including conclusions and recommendations for solution of student services problems.
- Reviews and responds to correspondence received by the Registrar's office.
- Directs services, such as student customer service and maintenance of student records.
- Reviews and addresses exceptions on edit reports.
- Identifies students needing referral to the Dean of Student Services.
- Facilitates student transfers between schools, programs or majors.
- Prepares status up dates for students who have changed status, graduated, etc.
- Prepares request for degree document.
- Serves as liaison to corporate staff to assure accurate scheduling.
- Tracks and reports statistics related to agency-sponsored students.
- Completes all related duties.
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

Academic Records

- Controls production of grade rosters and assures their timely completion.
- Maintains accurate and timely records of students with incomplete grades.
- Schedules failed courses for retake.
- Assures edits to schedules are identified and completed.
- Controls production of all computer generated progress reports.
- Prepares SJVC transcripts.
- Receives high school and college transcripts.
- Reviews courses for eligible for transfer to SJVC.

- Coordinates challenges to grades.
- Assures timely and accurate identification of students not maintaining satisfactory progress.
- Calculates GPA and SAP.
- Completes all related duties.

Attendance Records

- Controls production of attendance rosters and assures their timely completion.
- Maintains accurate and timely tracking of students on leaves of absence.
- Controls production of all computer generated reports.
- Assures timely and accurate identification of students not maintaining satisfactory progress.
- Completes all related duties.

Supervisory Responsibilities: Directly supervises 1 employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flow and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time.

Technical Skills – Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional student situations; responds promptly to student needs; solicits student feedback to improve service; responds to requests for service and assistance from both students and employees.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balance team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; inspires the trust of others; work with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – A Baccalaureate Degree; or five years experience in student records; or equivalent combination of education and experience.

Language Skills – Ability to read and comprehend instructions, correspondence, and memos; ability to write correspondence and memos; ability to effectively present information in one-on-one and group situations to students, employees and the general public.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed written and oral instructions; ability to deal with problems involving concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook; and master proprietary software used in student records.

Other Qualifications: Prior experience in records management, educational records, or related experience is mandatory.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel crouch, or crawl; talk and hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Admissions Advisor
Department: Admissions
Reports To: Enrollment Services Director
Classification: Part-time, Non-exempt
Evaluation Form: AD (Admissions)

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Enrollment Services Director an Admissions Advisor encourages prospective students to use higher education to prepare for professional success. Matching abilities and interests of the applicant with a career education program offered by the College, the advisor offers support, guidance and accountability throughout the enrollment process.

Essential Duties and Responsibilities:

- Answers telephone inquiries.
- Schedules appointments with prospective students.
- Makes admissions presentations to prospective students.
- Completes enrollment package.
- Gives prospective students a tour of the college.
- Schedules placement exams and discusses results with applicants.
- Refers applicants to financial services.
- Follows up by telephone and correspondence for orientation, start date, uniform and supplies.
- Develops leads to supplement general marketing.
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and

credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Value and Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Results Driven - Achieves results within established timelines; understands and demonstrates that intentions, activities, and results are not the same; expects that obstacles will occur and refuses to accept favorably those who seek to justify poor results [by describing intentions or activities, who get derailed by obstacles and fail to take effective steps to avoid or overcome them, and /or who frequently miss deadlines without giving prior warning].

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associate’s Degree and related work experience. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and comprehend simple instructions; short correspondence, and memos; ability to write simple correspondence; ability to affectively present information in one-on-one and small group situations to applicants and employees.

Mathematical Skills – Ability to add and subtract, multiply and divide, calculate percentages and ratios.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual must have knowledge of Microsoft Office, Word, Excel, Access and Outlook; and master proprietary software used to maintain student records.

Other Qualifications: Must be available evenings for workshops and some weekends for seminars.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms; talk and hear. The employee is frequently required to sit, stand and/or walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Financial Services Advisor
Department: Financial Services
Reports To: Campus President

Summary: The Financial Services Advisor assists applicants and students with their eligibility for federal financial aid programs by calculating anticipated awards in PELL, SEOG, Stafford/Direct and supplementary loans, and other Title IV and non -Title IV programs. The FSA packages and awards all Title IV and non-Title IV aid for each academic year in Campus Vue. All work is performed within the established governmental regulations and institutional procedures. A high level of ethics is required in the counseling of students.

Essential Duties and Responsibilities:

- Provide an overview of the Financial Aid process and programs available to qualifying students.
- Perform estimates and calculations as it relates to Tuition and Financial Aid based on a student's unique eligibility.
- Counsel students regarding financial aid paperwork, award information, and options for covering educational expenses.
- Creates and schedules funding plans for enrolled students.
- Evaluate all submitted Financial Aid documentation and determine additional requirements.
- Deliver the highest level of service and experience to students and co-workers while maintaining performance metrics.
- Track students' progress and reviews changes to Financial Aid eligibility throughout the program.
- Performs required document tracking for drops, terminations, and graduates including R2T4, PWD, and loan exit materials.
- Enhance the financial literacy of our students and graduates to ensure professional success.
- Uphold Title IV, state, military, VA and institutional knowledge and compliance.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Content Specific Knowledge- Understands the fundamentals, skills, methods and procedures within their area of expertise and instructional practice.

Customer Focus- Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Productivity- Meets or exceeds productivity standards that have been established for organizational level or position; has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Quality of Work- Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associates degree (A.A., A.S.) or equivalent from a two-year college or technical school; or a minimum of three (3) years of experience in financial aid; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze, and interpret a variety of Title IV regulations and other mandates; formulate policies and procedures based upon changes in regulations; ability to write business correspondence; ability to effectively present information and respond to questions from students, employees and the general public.

Mathematical Skills – Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals accurately.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of MS Word, Excel, Access and Outlook; and master proprietary software used to maintain student records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

San Joaquin Valley College
Job Description

Job Title: Career Services Advisor
Department: Career Services
Reports to: Regional Career Services Director
Classification: Full-time, Non-exempt
Evaluation Form: CS (Career Services)

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Regional Career Services Director, the Career Services Advisor provides numerous services that assist students and graduates in obtaining employment. The three major functions of Career Services are Placement, Externship, and the Career Services Seminar while serving both employers and students. Advisors work with students prior to graduation in order to prepare them for practical application of their skills and entering into the job market. Sales standards and goals are set for every function of the Career Services Department in order to achieve placement outcomes through our activity based management system.

Essential Duties and Responsibilities:

Placement

- Conducts job development sales activities such as employer calls and office visits.
- Meets and exceeds daily, weekly, and modular activity goals to achieve modular employment start goals.
- Maintains relationship with students and graduates to ensure appropriate interaction with employers.
- Attends business functions, trade shows and professional organizations' meetings for the purposes of networking and employer development.
- Meets with faculty to discuss employer needs and available openings.
- Attends Advisory Board meetings to represent Career Services.

Externship

- Contacts potential sites for the development of new student externship commitments.
- Coordinates and supervises the externship process and provides midterm review to increase extern to hire opportunity.
- Completes required documentation for tracking externship hours and student performance.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Notifies the Registrar when students successfully complete their externship course.

Career Services Seminar

- Provides support to help students prepare resumes, employment search strategies, and interview techniques.
- Partners with students in job search strategies and coaching that leads to employability.
- Manages final assessment of employability through grading course work.

Operational

- Maintains timely and accurate documentation and records to ensure compliance.
- Administers all orientations for Externship and the Career Services Seminar.
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies:

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies:

Student Achievement Focus - Personally demonstrates that students and employers are a high priority; identifies student needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the student; keeps student informed about progress.

Quality of Work - Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

Results Driven - Achieves results within established timelines; understands and demonstrates that intentions, activities, and results are not the same; expects that obstacles will occur and refuses to accept favorably those who seek to justify poor results [by describing intentions or activities, who get derailed by obstacles and fail to take effective steps to avoid or overcome them, and /or who frequently miss deadlines without giving prior warning].

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associate’s Degree; three years of job development or placement experience, preferably in an educational setting. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students, employees and clients.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook; and master proprietary software used to maintain student records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 10 pounds, frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Learning Resource Coordinator
Department: Academic Affairs & Student Services
Reports To: Academic Dean
Classification: Full-Time, Non-Exempt

Summary: The Learning Resource Coordinator is responsible for the day-to-day operation of the Learning Resource Center (LRC).

Essential Duties and Responsibilities:

- Maintains all aspects of the LRC
- Participates in college governance, committees and task forces
- Participates in educational and campus/eLearning meetings
- Prepares LRC materials for circulation
- Circulates books to students and staff (on-ground only)
- Organizes library shelves and re-shelves circulated items (on-ground only)
- Assists students with research projects
- Actively participates in the budget and acquisition process with the faculty to select learning resource materials
- Participates in meetings, orientations, etc., in order to communicate LRC issues to our constituency
- Participates in the ongoing development of the LRC Master Plan, and in the establishment of college-wide LRC policies and procedures
- Ensures the LRC meets or exceeds program requirements
- Researches asset acquisition opportunities, including digital, and presents cost/benefit analysis reports to constituencies
- Performs other duties as assigned

Supervisory Responsibilities: (On-ground only) Supervises faculty members assigned to work in the library.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquires about customer satisfaction with products or services.

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organization's goals and values.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality of Work – Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

Time Management – Prioritizes tasks and manages time to ensure that deadlines are met; plans time and sticks to those plans; prevents or manages interruptions until the highest priority tasks are accomplished.

Work Ethic – Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts first priority on the needs of the organization or the needs of its customers.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Minimum of an Associate Degree or an equivalent of two years of college; two years related experience; or equivalent of education and experience combined. For the eLearning LRC, experience with digital learning assets and acquisitions preferred.

Language Skills – Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures; ability to write reports, business correspondence, and newsletters; ability to effectively present information and respond to questions from students and employees.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Other Qualifications – Ability to perform general library operations and procedures; knowledge of the Dewey Decimal or other major classification schemes; ability to operate standard office equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to finger; handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Student Center Coordinator

Department: Academic Affairs & Student Services

Reports To: Academic Dean

Status: Part-time, Non-exempt

Summary: In relation to contributing to SJVC's mission and goals, under direct supervision of the academic dean with support from the Student Center Support Manager, the Student Center Coordinator is responsible for the day-to-day operation of the Student Center. The Coordinator develops personal learning plans and monitors student learning progress and the completion of MyLabs study plans.

Essential Duties and Requirements:

- Schedules and administers assessment exams to in-coming and continuing students
- Interprets assessment test results and develops a personal learning plan for each student
- Monitors student learning progress and the completion of MyLab study plans
- Applies a process to achieve and maintain study plan completion compliance
- Supports campus learning activities by providing tutoring services, keyboarding assistance, classroom support and student professional development opportunities
- Maintains relevant CampusVue student records
- Serves as liaison with Dean of Student Services, Division Managers, and Academic Dean
- Develops and maintains positive culture in Student Center
- Tracks student usage of Student Center resources
- Monitors pass rates in required English and math courses
- Oversees all aspects of the peer mentor/federal work study program
- Adheres to proper peer tutoring documentation policies and procedures
- Works with campus management in identifying and assisting student needs
- Works with Student Center Support manager to sustain institutional Student Center initiatives
- Participates in the non-instructional program review process
- Other duties as assigned

Supervisory Responsibilities: None, unless assigned Federal Work Study students

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication - Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Conceptual thinking – Grasps concepts, patterns and underlying issues; uses past experience to help identify likely causes and solutions to problems that might otherwise seem to be unique events; helps others see patterns and concepts by using examples and analogies that relate well to their own experiences and current knowledge level.

Problem solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason, even when dealing with emotional topics.

Manage multiple priorities – Handles multiple assignments and priorities yet still fulfills all commitments; readily accepts new responsibilities and adapts well to changes in procedures; gives appropriate priorities to various work demands.

Handle difficult issues – Handles sensitive or difficult issues with grace and confidence; remains clear headed and focused and inspires others to do the same; remains objective in the face of strong emotions; can acknowledge strong emotions without being unduly influenced by their intensity.

Implementing policies – Ensure that new policies are understood and taken seriously; communicates new policies and procedures to employees, supports them with adequate and timely resources; monitors actual practices in a manner that makes it clear that full compliance is expected; avoids behavior or communications that might send a mixed message about the importance of new procedures or suggests that full compliance is optional.

Qualifications: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Baccalaureate degree in related area preferred. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and interpret documents such as safety rules, and policy and procedure handbooks; ability to write routine reports and correspondence; ability to speak effectively before groups of employees or students of the campus.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to use common sense in all situations; ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook and the ability to gain competence in proprietary software.

Physical Demands: The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Receptionist
Department: Administration
Report To: Enrollment Services Director
Classification: Full-time, Non-exempt

Summary: The Receptionist is responsible to perform administrative and customer services for visitors, inquiries, applicants, students, and faculty and staff members.

Essential Duties and Responsibilities:

- Receiving all incoming calls in a professional and efficient manner
- Documenting and transferring inquiry calls to Admissions Advisors
- Taking complete and accurate messages for those unavailable for calls
- Greeting and assisting all visitors, applicants, vendors, students, faculty and staff members in a professional manner
- Informing the appropriate employee of visitors, applicants and students arrival and/or need to see him or her
- Insuring applications are filled out by applicants
- Insuring inquiry logs are neat and legible, all inquiry slips and applications are received and in order for data entry
- Insuring all out-going mail is stamped and ready for pick up prior to the arrival of the mail carrier and insuring interoffice mail from other campuses is distributed upon receipt
- Logging PELL and all other checks as they are received
- Data entry
- Filing
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Manages difficult or emotional visitor, student or employee situations; responds promptly to visitor, student or employee needs; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and assist with group commitments to goals and objectives; supports everyone's efforts to succeed.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically.
Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
Adaptability – Adapts to changes in work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent.
Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) and two years related experience.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one situations to visitors, students and employees.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Purchasing and Facilities Technician

Department: Facilities / Purchasing

Reports To: Campus President

Classification: Full-time, Non-Exempt

Evaluation Form: FC - Facilities

Summary: Under the general supervision of the Campus President. The Purchasing and Facilities Technician performs a number of routine and varied clerical, data entry, warehouse and customer service duties in support of overall campus operations.

Essential Duties and Responsibilities:

- Physical inventory counts lab and text supplies
- Process vendor invoice & packing slip reconciliation
- Process Service Desk data entry transactions
- Orders Text, lab and office supplies as needed
- Process MAS data entry transactions
- Performs minor equipment inspection
- Performs minor equipment repair
- Coordinates Campus President approved janitorial staff work schedule and assignments
- Deliver lab, office, textbooks and Misc. supplies
- Physical set up special events equipment and furniture
- Prepares all parcels for outbound carrier shipment
- Process and verify inbound parcel packing slips and contents for accuracy
- Fills faculty, student, staff, and visitor request needs
- Ensures timely response to corporate requests and directives
- Coordinates Campus President approved security staff work schedule and assignments
- Performs other duties as assigned

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Customer Focus: Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Productivity: Meets or exceeds productivity standards that have been established for organizational level or position; has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Teamwork: Contributes to building a positive team spirit; willing to provide help when needed; committed to accomplishing the College's goals and objectives.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – A minimum of a High school Diploma and one year experience in related field, or a combination of education and experience that is equivalent.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one or small group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel and Outlook.

Other Qualification: Knowledge of purchasing Inventory control and warehouse methods, procedures and practices; ability to work effectively with Staff, students and vendors.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand; sit, climb or balance and stoop, kneel, crouch and crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Safety
Department: Facilities
Reports To: Campus President
Classification: Part-time or Full-time, Non-Exempt

Summary: The Safety position provides a safe and secure environment for students, employees and visitors by observing and reporting safety violations, unusual incidents, or illegal activity to the Campus President and/or Purchasing Facilities Technician. Additionally, the Safety position performs numerous nontraditional facilities related tasks as well. This type of environment is necessary for the pursuit of education.

Essential Duties and Responsibilities:

- Presents a positive image of the SJVC family to visitors and guests.
- Patrols SJVC property to ensure the safety and security of students, employees and visitors by observing and reporting safety violations, unusual incidents and/or illegal activity.
- Ensures vehicles are not tampered with, parking regulations are followed and speed limits are enforced.
- Identifies and directs visitors to the proper destination
- Writes reports on safety violations, unusual incidents and/or illegal activity
- Conducts periodic safety checks
- Assists in disaster drills
- Escorts uninvited persons from SJVC property and creates a liaison between management and law enforcement
- Assists the Purchasing and Facilities Technician as needed with distribution of textbooks and/or supplies to classrooms and/or offices
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Core Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Customer Service – Manages difficult or emotional student, employee or visitor situations; responds promptly to reported incidents; responds to requests for assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale; support everyone's efforts to succeed.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning decisions; includes appropriate people in decision-making process; makes timely decisions.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; maintains confidentiality.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically.

Organizational Support – Follow policies and procedures; supports organization's goals and values.

Quality – Applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes and enforces safety and security procedure; assists with determining appropriate action beyond guidelines; reports potentially unsafe conditions; uses and enforces use of equipment and materials in a proper manner.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary.

Job Competencies

Customer Focus - Responds promptly to student, employee or campus/CAO needs; solicits customer feedback to improve services; responds to requests for service and assistance; meets commitments.

Productivity - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality; completes work in a timely manner.

Teamwork - Balances team and individual responsibilities; gives and welcomes feedback.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) required.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence and reports; Ability to effectively present information in one-on-one and small group situations to supervisors, peers and students.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; MS Word and Outlook.

Certificates, Licenses, Registrations: None

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; talk and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Custodian
Department: Facilities
Reports To: Campus President

Classification: Non-exempt, Part-time or Full-time

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Campus President the Custodian maintains the facility so that a safe, clean and presentable environment is given to the public and employees.

Essential Duties and Responsibilities:

- Cleans and stocks restrooms
- Empties trash containers
- Vacuums and cleans carpets
- Ensures the cleanliness of classrooms, labs, offices, reception area and student and employee lounges
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps

customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Productivity – Meets or exceeds productivity standards that have been established for organizational level or position; has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Teamwork – Contributes to building a positive team spirit; willing to provide help when needed; committed to accomplishing the College's goals and objectives.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) preferred; one year of related experience required.

Language Skills – Ability to read and comprehend simple instructions, short correspondence and memos; ability to write simple correspondence; ability to effectively present information in one-on-one situations with supervisor and/or management.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Other Qualifications – Possesses thorough knowledge of cleaning supplies and equipment; sufficient knowledge of English to understand instructions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high precarious places; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Faculty Qualifications



Revised: August 2019

San Joaquin Valley College

STATEMENT OF PURPOSE

Minimum faculty qualifications at **San Joaquin Valley College** establish standards which will assure that faculty are qualified by academic background and experience to carry out their institutional and program responsibilities and their potential to contribute to the mission and goals of the college.

While teaching effectiveness is the principle criterion for the selection of teaching faculty, knowledge of the subject matter or service to be performed is the foundation. Discipline expertise is essential as faculty members are responsible for curriculum development and assessment of student learning through the Program Review process.

San Joaquin Valley College is dedicated to providing educational programs which meet the highest standards of quality and provide the training and skills required to compete in today's work force. Trained, competent, and professional faculty are the first step in achieving this goal.

VOCATIONAL COURSES IN THE MAJOR

This listing is intended as an "overview" of the minimum requirements for faculty in the various programs. A more detailed listing of requirements is found in the job descriptions for the individual programs and courses.

BACKGROUND CHECK REQUIREMENTS

All persons employed by SJVC are subject to institutional requirements for background checks, at a minimum to include the following: Criminal Search, Education Verification, and Motor Vehicle Records. The College also conducts drug screens, physical exams, TB tests and any other required exam(s) at post-offer and pre-employment for designated positions.

San Joaquin Valley College

Business Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Business Administration, General (non-certification-required courses)	Faculty	Associate	Additional experience or training in subject area	
Construction Management	Faculty	Associate	Computer skills to include MS Office, MS Project, and Primavera software	
Criminal Justice: Corrections	Faculty	Associate	Additional experience or training in subject area	
	Program Director	Associate; Bachelor's preferred	Additional experience or training in subject area	
	STC Academy Defensive Tactics Instructor	Associate	<ul style="list-style-type: none"> • POST/STC certified Defensive Tactics Instructor • BSIS Firearm certified <p>Preferred: Certified CPR/First Aid instructor (AHA preferred) (NOTE: the <i>Instructor</i> card is the equivalent of the BLS CPR and First Aid cards and can be presented singly compliance)</p>	
	STC Academy Baton Instructor	Associate	<ul style="list-style-type: none"> • POST/STC certified Baton Instructor • BSIS Firearm certified <p>Preferred: Certified CPR/First Aid instructor (AHA preferred) (NOTE: the <i>Instructor</i> card is the equivalent of the BLS CPR and First Aid cards and can be presented singly for compliance)</p>	

¹Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: it is recommended that the applicant use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

San Joaquin Valley College

Business Studies Division

Business Studies Division				
<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Criminal Justice: Corrections	STC Academy CPR Instructor	Associate	Certified CPR/First Aid instructor (AHA preferred) (NOTE: the Instructor card is the equivalent of the BLS CPR and First Aid cards and can be presented singly for compliance)	
Criminal Justice: Corrections (BSIS Armed Guard)	BSIS Powers of Arrest Instructor	Associate	BSIS Certified Baton or Firearms Instructor (prefer both)	Bureau of Security and Investigative Services bsis.ca.gov
	BSIS Firearms Instructor	Associate	BSIS Certified Firearms Instructor	Bureau of Security and Investigative Services bsis.ca.gov
Human Resource Administration	Faculty	Associate	Additional experience or training in subject area	
Medical Office Administration (On-Ground only)	Faculty	Associate	<ul style="list-style-type: none"> Computer skills to include MS Office medical terminology proficiency Coding and billing experience 	
	Faculty: HCM40 HCA102 MOP120 MOP140		Coding certification (CPC or CPB) preferred	American Association of Professional Coders (AAPC) aapc.com

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San Joaquin Valley College

Business Studies Division

Business Studies Division				
<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Medical Billing and Coding (Online only)	Faculty: HCP101, HCP102, HCP201, MBC105	Associate	<ul style="list-style-type: none"> May accept related medical profession degree that demonstrates subject matter expertise Computer skills to include MS Office medical terminology proficiency 	American Association of Professional Coders (AAPC) aapc.com
	Faculty: MBC125, MBC210, MBC220, MOP120, MOP140, MBC200, MBC101, MBC223, MBC224, MBC225		<ul style="list-style-type: none"> CPC-I Billing and/or coding experience 	
	Faculty: MOP110		<ul style="list-style-type: none"> CPC-I Billing and/or coding experience CPR/First Aid certified (AHA preferred) 	
	Faculty: HCP103, MOP210, MOP130		Front office experience (EHR <i>preferred</i>)	
	Faculty: COMP101		Computer Skills to include MS	

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San Joaquin Valley College

Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Clinical Medical Assisting	Faculty	Associate	<ul style="list-style-type: none"> Certified or Registered Medical Assistant (Licensed Vocational or Registered Nurse may be considered with MA experience) Knowledge of back office skills required Certified, Registered, or Licensed Phlebotomy Technician <i>preferred</i> (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA) CPR/First Aid certified (AHA <i>preferred</i>) 	<p>CA Med Board: A medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3) mbc.ca.gov/allied/medical_assistants_questions.html#2</p> <p>Approved Organizations and Certifications:</p> <p>American Association of Medical Assistants aama-ntl.org</p> <ul style="list-style-type: none"> CMA certification State Chapter certification <ul style="list-style-type: none"> CSMA (AAMA) certification <p>American Medical Technologists americanmedtech.org</p> <ul style="list-style-type: none"> RMA certification <p>California Certifying Board of Medical Assistants (CBMA) cbma.org/</p> <p>National Center for Competency Testing (NCCT) OR Multi-skilled Medical Certification Institute (NCCT is the overseeing agency for this institution in California) - ncctinc.com</p> <ul style="list-style-type: none"> NCMA certification <p>National Healthcareer Association (NHA) nhanow.com</p> <ul style="list-style-type: none"> CCMA – Certified Clinical Medical Assistant CPT – Certified Phlebotomy Technician CMAA – Certified Medical Administrative Assistant <p>California Department of Public Health cdph.ca.gov/programs/lfs</p> <ul style="list-style-type: none"> Laboratory Field Services Certified Phlebotomy Technician
Clinical and Administrative Medical Assisting	Faculty	Associate	<ul style="list-style-type: none"> Certified or Registered Medical Assistant (Licensed Vocational or Registered Nurse may be considered with MA experience) Knowledge of back office skills required Certified, Registered, or Licensed Phlebotomy Technician <i>preferred</i> (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA) CPR/First Aid certified (AHA <i>preferred</i>) 	<p>CA Med Board: A medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3) mbc.ca.gov/allied/medical_assistants_questions.html#2</p> <p>Approved Organizations and Certifications:</p> <p>American Association of Medical Assistants aama-ntl.org</p> <ul style="list-style-type: none"> CMA certification State Chapter certification <ul style="list-style-type: none"> CSMA (AAMA) certification <p>American Medical Technologists americanmedtech.org</p> <ul style="list-style-type: none"> RMA certification <p>California Certifying Board of Medical Assistants (CBMA) cbma.org/</p> <p>National Center for Competency Testing (NCCT) OR Multi-skilled Medical Certification Institute (NCCT is the overseeing agency for this institution in California) - ncctinc.com</p> <ul style="list-style-type: none"> NCMA certification <p>National Healthcareer Association (NHA) nhanow.com</p> <ul style="list-style-type: none"> CCMA – Certified Clinical Medical Assistant CPT – Certified Phlebotomy Technician CMAA – Certified Medical Administrative Assistant <p>California Department of Public Health cdph.ca.gov/programs/lfs</p> <ul style="list-style-type: none"> Laboratory Field Services Certified Phlebotomy Technician

¹Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution’s accreditation status), and must be major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: it is recommended that the applicant use the International Education Research Foundation at <http://www.ierf.org> and requests a “General Report”. The cost of the report is at the applicant’s expense.)

San Joaquin Valley College

Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Dental Assisting	Faculty Program Director	Associate; Bachelor's preferred	<ul style="list-style-type: none"> • Registered Dental Assistant • Radiology (X), Coronal Polish (CP), and Sealant (S) certifications • Two Hour Teaching Methodology in Clinical Evaluation Certificate (Coronal Polish, Infection Control, Radiology, Sealants) • 30 Hour Teaching Methodology Certificate (issued by SJVC or CADAT) • CPR certified (AHA or ARC preferred) • Computer skills <i>preferred</i> <p style="text-align: center;">(NOTE: certifications must be current and from California)</p>	<p>CA Department of Consumer Affairs dbc.ca.gov</p> <ul style="list-style-type: none"> • RDH licensed prior to 2006 • RDH licensed after 2006 must have active RDA license <p><i>In lieu of 30 Hour Teaching Methodology:</i> may possess a postgraduate degree in education, a Ryan Designated Subjects Vocational Education Teaching Credential, a Standard Designated Subjects Teaching Credential, or a Community College Teaching Credential</p>
Dental Assisting and Dental Hygiene	Faculty - Individual Dental Continuing Education Course	As appropriate for instruction of subject	Various studies but appropriate experience, education, and/or training for delivery to RDAs and RDHs	CA Department of Consumer Affairs dbc.ca.gov/verification/index.shtml
Dental Hygiene	Faculty	Bachelor's	<ul style="list-style-type: none"> • Current California RDH or DDS license • CPR certified (AHA or ARC preferred) 	CA Department of Consumer Affairs dhcc.ca.gov
	Clinical Faculty	Associate	Additional experience or training in subject area	
	Program Director	Master's		
	Supervising Dentist	Doctor of Dental Surgery <i>or</i> Doctor of Dental Medicine	<ul style="list-style-type: none"> • Current California DDA or DMD license • Preferred: current Controlled Substance Registration (U.S. DOJ - DEA) 	CA Department of Consumer Affairs dhcc.ca.gov

¹Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: it is recommended that the applicant use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

San Joaquin Valley College

Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Diagnostic Medical Sonography	Faculty-Laboratory Teaching Assistant	Associate; Bachelor's preferred	<ul style="list-style-type: none"> American Registry of Diagnostic Medical Sonographers (ARDMS) certification, with specialties in abdominal and small parts, and obstetrics and gynecology Registered Vascular Technologist or Sonographer (RVT or RVS) certification <i>preferred</i> 	American Registry for Diagnostic Medical Sonography ardms.org
Occupational Therapy Assisting	Faculty	Bachelor's	<ul style="list-style-type: none"> Current OTA or OT state license 	California Department of Consumer Affairs search.dca.ca.gov/
	Field Work Coordinator	Bachelor's	<ul style="list-style-type: none"> Current OTA or OT license 2 years clinical experience 	
	Program Director	Master's	<ul style="list-style-type: none"> Current OTA or OT license 5 years' continuous work experience as an OT or OTA as a practitioner, administrative, scholarship experience 2 years of FT academic appointment teaching at a post-secondary level 	
Pharmacy Technology	Faculty	Associate	<ul style="list-style-type: none"> CA Licensed Pharmacy Technician CPhT through Pharmacy Technician Certification Board (PTCP) 	Board of Pharmacy pharmacy.ca.gov Pharmacy Technician Certification Board ptcb.org
	Faculty: PHR25, 100, 120, 203, 303			

¹Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: it is recommended that the applicant use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

San Joaquin Valley College

Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Phlebotomy	Program Director	Associate	<ul style="list-style-type: none"> • Must hold one of the following CA licenses: <ul style="list-style-type: none"> ○ MD or DO ○ PA ○ RN ○ License under Chapter 3 of the CA Business and Professions Code 	<p>Medical Board of CA mbc.ca.gov</p> <p>National Commission on Certification of Physician Assistants nccpa.net</p> <p>Board of Registered Nursing rn.ca.gov/regulations/title16</p> <p>CA BPC Chap. 3 leginfo.legislature.ca.gov</p>
	Faculty	Associate	<ul style="list-style-type: none"> • Must hold one of the following CA licenses: <ul style="list-style-type: none"> ○ MD or DO ○ PA ○ RN ○ License under Chapter 3 of the CA Business and Professions Code ○ RCP with 2 years' experience in the previous 5 years ○ CPT I or CPT II with 3 years' experience in the previous 5 years (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA – see CAMA p. 7 for verification sites) 	<p>Medical Board of CA mbc.ca.gov</p> <p>National Commission on Certification Of Physician Assistants nccpa.net</p> <p>Board of Registered Nursing rn.ca.gov/regulations/title16</p> <p>CA BPC Chap. 3 Article 4 leginfo.legislature.ca.gov/</p> <p>Respiratory Care Board of CA rcb.ca.gov</p>

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San Joaquin Valley College

Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Registered Nursing	Faculty	Master's	<ul style="list-style-type: none"> • Current RN license • BRN approved course which includes practice in teaching Nursing 	Board of Registered Nursing rn.ca.gov
	Assistant Nursing Faculty	Bachelor's		
	Clinical Teaching Assistant	Associate; Bachelor's preferred		
	Program Director	Master's (Nursing, Education, or Administration)		
	Assistant Program Director	Master's		
Surgical Technology	Clinical Faculty	Associate	<ul style="list-style-type: none"> • Current National Surgical Technology Certification (issued by an NCCA approved agency) <ul style="list-style-type: none"> ○ Must possess a CST (certified surgical technician) or CSFA (certified surgical first assist) • CPR certified (AHA preferred) 	National Board of Surgical Technology nbtsa.org
	Program Director			
	Clinical Coordinator			

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Respiratory Therapy	Faculty and/or Clinical Faculty	Associate; Bachelor's preferred	<ul style="list-style-type: none"> • RRT credential (issued by NBRC) • Licensed or eligible for licensure in California • AHA BLS Provider Certified required • BLS Instructor Certified <i>preferred</i> <ul style="list-style-type: none"> ○ The <i>Instructor</i> card is the equivalent of the BLS CPR <i>and</i> First Aid cards and can be presented singly for compliance with BLS Provider 	<p style="text-align: center;">National Board for Respiratory Care nbrc.org</p> <p style="text-align: center;">Respiratory Care Board of CA rcb.ca.gov</p>
	Program Director	Bachelor's; Master's preferred		
	Medical Director	Doctor of Medicine	Board eligible/board certified licensed physician	Medical Board of CA mbc.ca.gov
	Director of Clinical Education (Clinical Coordinator)	Bachelor's; Master's preferred	<ul style="list-style-type: none"> • RRT credential (issued by NBRC) • Licensed or eligible for licensure in California • Background investigation and drug screening • AHA BLS Provider Certified required • BLS Instructor Certified <i>preferred</i> <ul style="list-style-type: none"> ○ The <i>Instructor</i> card is the equivalent of the BLS CPR <i>and</i> First Aid cards and can be presented singly for compliance with BLS Provider 	<p style="text-align: center;">National Board for Respiratory Care nbrc.org</p> <p style="text-align: center;">Respiratory Care Board of CA rcb.ca.gov</p>

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<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
BSRT	Faculty - Respiratory Therapy Program Core: RCP401, RCP410, RCP450, RCP460	Master's (Arts or Science)	<p>Credential: Must hold active Registered Respiratory Therapist (RRT)</p> <p>Licensure: Must hold current/unencumbered state Respiratory Care Practitioner (RCP)</p>	6 years professional experience; 2 years instructional experience
	Faculty - Respiratory Therapy Program Core: HC420, HC430, RCP440, HC470	Master's (Arts or Science)	Instructional faculty need not be respiratory therapists and can include professionals with advanced degrees or with experience and training in appropriate field of discipline (MBA, physicians, pharmacists or nurses)	6 years professional experience; 2 years instructional experience
	Faculty - Upper-Division General Ed: ENG321, HUM325, HIST301, PSY302, STAT301	Master's (Arts or Science) in subject or related field with a minimum of 12 units completed in the subject matter	Required: Official College Transcript Online teaching experience	1-2 years instructional experience

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Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Veterinary Technology	Faculty	Associate	Licensed RVT	Veterinary Medical Board License Verification vmb.ca.gov
	Program Director			
Vocational Nursing	Faculty - Clinical Coordinator	Either of the following: <ul style="list-style-type: none"> • LVN with Associate or Bachelor's • Licensed RN with Associate or Bachelor's 	Current CA RN or LVN license	Board of Vocational Nursing & Psychiatric Technicians License Verification bvnpt.ca.gov
	Program Director Assistant Program Director	Bachelor of Science: Nursing	Current CA RN or LVN license Background investigation and drug screening	

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Technical Studies Division

Area of Instruction	Position	Minimum Degree Requirement	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
Aviation Maintenance Technology	Faculty	Associate	FAA Airframe and Power Plant Certification	faa.gov/licenses_certificates/airmen_certification/releasable_airmen_download/
Computer Systems Administration	Faculty	Associate	<p>Required:</p> <ol style="list-style-type: none"> 1. A+ Certification 2. Network+ Certification 3. Security+ Certification <p><u>One</u> of the following is required for Security+; possession of all 3 is preferred</p> <ul style="list-style-type: none"> • Microsoft Certified Tech Specialist (MCTS) • Microsoft Certified IT Professional (MCITP) • Cisco Certified Network Associate (CCNA) 	<p>For A+, Net+, and Security+: certmetrics.com/comptia/login.aspx</p> <p>For MS Certification Status (requires transcript ID and access code from the candidate): mcp.microsoft.com/Anonymous/Transcript/Validate</p>
Electrical Technology	Faculty	Associate; Bachelor's preferred	Experience with industrial AC/DC control circuits and/or electrical technology	<ul style="list-style-type: none"> • Certificate or license required to teach specific course content • Completion of OSHA 500 and 510 courses is required to teach ELEC100/OSHA30
Industrial Maintenance Technology	Faculty	Associate	<ul style="list-style-type: none"> • Experience with industrial electrical and motor control, PLC, hydraulics, and/or bearings, and industrial maintenance • Education to include vocational courses specific to IT • Electrical or PLC vocation certification preferred 	
Heating, Ventilation, Air Conditioning, and Refrigeration	Faculty	Associate	EPA universally certified (Section 608)	

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Technical Studies Division

Area of Instruction	Position	Minimum Degree Requirement ¹	Required Certification(s)	Equivalent Certification	AA/AD/HR Verification Source for Licensure/Certifications
Information Technology	Faculty: COMP105 COMP106 COMP107	Associate; Bachelor's Preferred	CompTIA A+	CompTIA Server+	certification.comptia.org/
	Faculty: COMP124 COMP121 COMP122 COMP123 COMP224	Associate; Bachelor's Preferred	CompTIA Network+	<ul style="list-style-type: none"> • MCSA: Microsoft Certified Solutions Associate • MCSE: Microsoft Certified Solutions Expert <i>or</i> MTA: Microsoft Technology Associate in Windows Server Administration Fundamentals • CCIE: Cisco Certified Internetwork Expert – Wireless <i>or</i> CCNP <i>or</i> CCNP: Cisco Certified Network Professional – Wireless • CCNA: Cisco Certified Network Associate – Wireless. Any CWNP (Certified Wireless Network Professional) certifications: CWTS, CWNA, CSWP, CWDP, CWAP, CWNE, or CWNT 	microsoft.com/learning/en-us/mcsa-certification.aspx microsoft.com/learning/en-us/mta-certification.aspx microsoft.com/en-us/learning/mcse-certification.aspx cwnp.com/certifications/ cisco.com/web/learning/training-index.html

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<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Required Certification(s)</u>	<u>Equivalent Certification</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
Information Technology	Faculty: COMP154 COMP156 COMP254	Associate; Bachelor's Preferred	CompTIA Security+	<ul style="list-style-type: none"> CEH: Certified Ethical Hacker CISM: Certified Information Security Manager CISSP: Certified Information Systems Security Professional CASP: CompTIA Advanced Security Practitioner SSCP: Systems Security Certified Practitioner CISSP: Certified Information Systems Security Professional 	<p>certification.comptia.org/</p> <p>isaca.org/CERTIFICATION/Pages/default.aspx</p> <p>isc2.org/cissp/default.aspx</p> <p>eccouncil.org/programs/certified-ethical-hacker-ceh/</p>

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San Joaquin Valley College

General Education Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>
Chemistry	Faculty	Bachelor's in Chemistry, Biochemistry, Physics, Molecular Biology, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)
English	Faculty	Bachelor's in English, Literature, Composition, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)
History	Faculty	Bachelor's in History, Social Science, Humanities, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)
Math	Faculty	Bachelor's in Mathematics, Applied Mathematics, Statistics, Physics, Engineering, or related major <i>May accept related degree with 12 units completed in subject matter*</i> <i>May accept 8 units if in advanced-level math such as Calculus</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)
Natural Science	Faculty	Bachelor's in Environmental Studies, Chemistry, Physics, Biology, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)
Philosophy & Humanities	Faculty	Bachelor's in Philosophy, Humanities, Sociology, Social Science, Social Psychology, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)

*Previous work or personal experience may be considered in addition to educational background; candidate must demonstrate subject matter competency

NOTE: Additional program-specific training required within first 30 days of employment, and 10 hours of program-specific classroom observation required within first 90 days of employment

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General Education Division

General Education Division			
<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement¹</u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>
Physics	Faculty	Bachelor's in Physics, Engineering, Mathematics, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)
Psychology	Faculty	Bachelor's in Psychology, Counseling, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)
Sociology	Faculty	Bachelor's in Sociology, Anthropology, Political Science, Social Psychology, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)
Health	Faculty	Bachelor's in Health Sciences, Biology, Nutrition, Nursing, or related major <i>May accept related degree with 12 units completed in subject matter*</i> <i>May accept 8 units if in advanced-level math such as Calculus</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)
Speech	Faculty	Bachelor's in Speech, Communications, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years Required: Official College Transcript (online teaching experience for Online faculty)

*Previous work or personal experience may be considered in addition to educational background; candidate must demonstrate subject matter competency

NOTE: Additional program-specific training required within first 30 days of employment, and 10 hours of program-specific classroom observation required within first 90 days of employment

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