



Allan Hancock College is accepting applications for **part-time, in-person** instructors for **Beginning Computer Skills**.

Short-Term Vocational Education (VOCE)

Classes may be held in the evenings, on weekends, and/or at off-campus locations. Bilingual English-Spanish preferred, but not required.

ANTICIPATED NEED

Computer Skills will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, navigating the internet, and social media.

Community Education is looking for part-time instructors who can teach the following courses:

- Basic Computer Skills
- Microsoft Suite
- Introduction to the Internet
- Social Media
- Email

Statewide minimum qualifications:

- A bachelor's degree and two years of occupational experience related to the subject of the course taught, **OR**
- An associate degree and six years of occupational experience related to the subject of the course taught, **OR**
- Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter, **OR**
- For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.

Criteria for Equivalency for candidates not meeting minimum qualifications:

- Licensure or certification in a vocational area where the license or certification requires specified hours of formal instruction and four years of professional experience in the area of specialization in lieu of formal college preparation, and

- Evidence of attaining coursework or experience equal to the general education requirements as outlined in Title 5 section 55063.

APPLICATION PROCEDURE

To be considered as a candidate, please submit the following materials:

- A current and complete resume listing education and professional experience.
- Transcripts and/or pertinent credentials/licenses. Copies are acceptable for the application process. Official transcripts are required if hired.
- Please submit all required documentation to:

The Community Education Coordinators at CECoordinator@hancockcollege.edu

SCREENING PROCESS

1. A committee screens all resumes and transcripts. Ensure the resume provides enough details regarding meeting qualifications and/or meeting AHC equivalency to teach in the discipline.
2. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge, and abilities.
3. A limited number of applicants will be invited for an interview at the college at their own expense.
4. If you are selected, our recruiting team will reach out to you to discuss the next steps. Due to the high volume of applications we receive, we're unable to speak with everyone.
5. The district reserves the right to cancel any appointment or to reassign the area of service, extend time limits, reinitiate, or withdraw the recruitment/selection process at any time. Final candidates may be required to pass a pre-employment drug screening.

APPLICATION PERIOD

Resumes are accepted all year long for a variety of disciplines. Submitting a resume doesn't guarantee a teaching spot. The District reserves the right to extend time limits, and reinitiate or withdraw the recruitment/selection process at any point.

FOAPs	VOCE 7100, 7101, 7109	1-110001-BNC-131000-070100
	VOCE 7108	1-110001-BNC-131000-051400

COMPENSATION

For information about compensation and benefits, visit www.hancockcollege.edu/hr/ and search for Employee Benefits and Salary Schedule for Part-Time Faculty Noncredit.