

POSITION
Full-Time/Tenure Track
GEOGRAPHY INSTRUCTOR

DUTIES

Teach a variety of physical and/or human lower division geography classes that may include geospatial technologies such as GIS, GPS, and geospatial imagery, environmental studies and related courses, and other related field work and courses; teach evening and weekend classes if needed. Provide leadership in developing an expanding geography program and curriculum that includes the Geography, Environmental Studies and Environmental Science AA Degrees, certificates in geospatial technologies, field work, and related transfer courses and programs. Participate in the refinement and assessment of student, department and institutional learning outcomes. Maintain office hours; provide academic and career advisement and build and maintain strong relationships with other colleges, universities, organizations, and private industries in geography, environmental studies and related fields. Serve as a proponent for and assist in staff development programs and in college, departmental, and faculty organization activities.

Responsibilities

Teaching assignment will include Geography 1, Geography 3, Geography 5, Geography 7, Geography 14, Geography 20, Geography 23, Geography 24 and Geography 35.

MINIMUM QUALIFICATIONS

Master's degree in geography **OR** bachelor's degree in geography **AND** master's degree in geology, history, meteorology, or oceanography **OR** the equivalent* **OR** see interdisciplinary studies **OR** possession of an appropriate valid California Community College Credential authorizing service in the specified subject area(s).

PREFERRED QUALIFICATIONS

Ph.D. in geography. College level teaching experience within a variety of teaching and learning environments, including laboratory, geospatial technologies, field work and collaborative learning. Demonstrated leadership in geography and geography education, evidence of the understanding of and sensitivity to socio-economic, academic, ethnic, and cultural diversity within the community college population, including students with physical and/or learning disabilities as these factors relate to differences in teaching styles.

**The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.*

INFORMATION/BENEFITS

- The Academic work calendar is 10 months
- 10 paid ill days each academic year
- Fully paid medical, dental and vision care coverage for the employee and dependents
- \$50,000 Life insurance for employee
- STRS (State Teachers Retirement System)

COMPENSATION

Salary: \$48,221 - \$117,632

(based upon academic preparation and teaching experience)

**APPLICATION PROCESS AND
REQUIRED MATERIALS**

- A completed District application
- A cover letter which outlines education and experience relevant to the duties and responsibilities of the position
- A detailed resume of professional experience

- Two (2) letters of reference (sent via our on-line application system)
- Unofficial copies of all post-secondary educational transcripts
- Equal Opportunity Survey – optional

All applications and materials must be received by:
January 30, 2015.

HOW TO APPLY

Online: <https://jobs.smc.edu>

Please note:

- Documents uploaded online must be the actual documents to be considered for review. Do not upload a “placeholder” document. Applications with placeholder documents are considered incomplete and will be rejected. Also, please note that documents will not be removed from your application file. Only upload the documents requested. Other materials may be presented as appropriate if you are selected for an interview.
- An email notification will be delivered to your reference provider once you have completed your application and attached the required documents (via the on-line process). The reference provider will then submit their confidential letter of reference via the online confidential portal.
- Your application is not considered complete without the submission of the confidential letters of reference through the on-line system.
- It is your responsibility to ensure that all application materials are received on or before the closing date.
- All materials included in your application are considered for this position only. The district application and all supporting documentation become the sole property of the Santa Monica Community College District and will not be returned to you.
- Employment information and instructions for submitting applications may also be obtained 24 hours a day by calling (310) 434-4336.

CONDITIONS OF EMPLOYMENT

Appointment subject to verification of official transcripts, current or previous employment, tuberculosis exam, and fingerprint clearance. Selected candidate must provide identification and work authorization.

-Assume responsibility for their own impact on the earth by living a sustainable and ethical lifestyle.

-Students will demonstrate a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.

10/07/14

SELECTION PROCESS

The selection process shall include the following steps:

- (a) A screening/evaluation committee will review application materials to determine minimum qualifications for the position are met;
- (b) A pool of qualifying candidates will be invited to an initial interview with the selection committee at the Santa Monica Community College District's main campus or one of its satellite campuses;
- (c) Upon completion of initial interview process, the selection committee will recommend candidates for final interview with the Superintendent/President who will recommend a candidate for appointment by the Board of Trustees.

Applicants will be notified by letter of their status as the committee progresses through the hiring process. Candidates who are selected for a final interview with the Superintendent/President should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the Superintendent/President's recommendation.

All travel costs related to an initial interview will be borne by the candidate. Only ½ of the airfare cost to the Superintendent/President's interview will be borne by the college.

The Santa Monica Community College District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.

The Santa Monica Community College District reserves the right to re-advertise the position or to delay filling the position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Accommodation: Candidates with legally defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by the deadline date. Candidates may be required to supply documentation supporting the need for the accommodation when the request is made.

For Santa Monica Community College Campuses & Program Sites please go to the website below:

<http://www.smc.edu/campusmap/default.htm>

For Airport, Hotel and traveling information please go to the Santa Monica Convention and Visitor Bureau website below:

<http://www.santamonica.com>

BP 3120 EQUAL EMPLOYMENT OPPORTUNITY

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (EEO) may be accessed at: http://www.smc.edu/ACG/Documents/Board_Policy_Manual/

THE DISTRICT

The Santa Monica Community College District operates a single college (Santa Monica College) with a 42-acre main campus and five satellite campuses in the City of Santa Monica, located in the western part of Los Angeles County. The College provides excellent academic and career technical programs and counseling services to an ethnically diverse student population of approximately 33,000.

The District has about 1,800 employees and an annual general fund operating budget of approximately \$165 million.

OUR VISION, MISSION & GOALS

Santa Monica College:

Changing Lives Through Excellence In Education

Vision -Santa Monica College will be a leader and innovator in learning and achievement. As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness, and sustainability.

Mission -Santa Monica College provides a safe and inclusive learning environment that encourages personal and intellectual exploration, and challenges and supports students in achieving their educational goals. Students learn to contribute to the global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes the critical importance of each individual's contribution to the achievement of this mission.

Santa Monica College provides open and affordable access to high quality associate degree and certificate of achievement programs and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.

Goals -To fulfill this mission, Santa Monica College has identified the following Institutional Learning Outcomes and supporting goals.

Santa Monica College students will:

-Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives

-Obtain the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems.

- Respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events.



Santa Monica Community College District

POSITION ANNOUNCEMENT

Full-Time/Tenure Track

GEOGRAPHY INSTRUCTOR

\$48,221 - \$117,632



Application Deadline January 30, 2015

*Equal Opportunity, Title IX,
Employer of the Disabled*

Board of Trustees

Dr. Susan Aminoff, Chair

Rob Rader, Vice Chair

Dr. Nancy Greenstein

Dr. Louise Jaffe

Dr. Margaret Quiñones-Perez

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Dr. Chui Tsang, Superintendent/President