

# **INSTRUCTIONS**

**PART-TIME INSTRUCTOR, COUNSELOR, LIBRARIAN APPLICATION PACKET**  
**Grossmont-Cuyamaca Community College District**  
**Personnel Department**  
**8800 Grossmont College Drive**  
**El Cajon, CA 92020-1799**

**PLEASE READ CAREFULLY THE FOLLOWING INFORMATION FOR PART-TIME ACADEMIC APPLICATION PROCEDURES PRIOR TO COMPLETING THIS APPLICATION PACKET:**

The District Personnel Department is accepting part-time applications to be included in a pool of candidates for consideration of part-time teaching positions in the various disciplines and for part-time counselors and librarians for our two campuses, Grossmont College and Cuyamaca College.

All applications for part-time instructors or part-time counselors and librarians must be processed by the Personnel Department in order to determine if minimum qualifications established by the Statewide Academic Senate are met. Applicants meeting State standards are held in a "hiring pool" pending departmental evaluation. Application material will be screened and candidates interviewed. Candidates possessing the minimum qualifications are not guaranteed an interview. Candidates selected for interview may be required to provide a teaching demonstration as part of the interview process.

In order to ensure consistency in format and to enable our office to manage the volume of work associated with applicant pools, we ask your assistance in the following:

- Please type or print clearly with black ink all required forms and include a current resume/curriculum vitae.**
- If applying in more than one discipline, **provide the original application packet and a copy for each additional discipline.**
- Do not submit materials other than those requested in this part-time applicant packet. **Any additional information provided will be removed from the applicant's file prior to the screening process.**
- Information provided by the applicant, other than that requested for statistical purposes by the Personnel Department, which indicates candidate's gender, age, ethnicity, religious preference, etc. will be removed from the file. **All submitted materials become District property and cannot be returned.** If you need copies of your documents, be sure to make copies before they are submitted.
- All degrees and units used to satisfy minimum qualifications shall be from accredited institutions. Applicants possessing degrees from foreign institutions will be required to have those degrees evaluated to the United States educational equivalency.
- Applications will remain active for a period of one year from the date of application. It is the responsibility of the applicant to **contact the Personnel Department in writing to update or extend the application beyond this initial one-year period.** It is also the responsibility of the applicant to **notify the Personnel Department of any address or phone number changes.**

**If employed**, in addition to other paperwork, academic employees will be required to provide the following:

- Complete the District's fingerprint procedures and provide a processing fee of \$32.00.
- Official transcripts from accredited institutions.
  - If applicable, verification of professional experience.
- Prior to appointment to a position, you must present acceptable proof of your identity and authorization to work in the United States.

The availability of part-time positions will vary each semester. For additional information, please contact the District Personnel Department at (619) 644-7634.

Visit our website at <http://www.gcccd.net>

An Equal Employment Opportunity - Affirmative Action & Title IX Employer