

## INSTRUCTIONAL ASSOCIATE (Instructional Tutor) - CHEMISTRY

**Closing Date: Thursday, June 22, 2017**

**POSITION AVAILABLE:** One regular, part-time, classified staff (non-teaching) position, 18 hours per week, 11 months per year spread over 12 months, on the Oceanside and San Elijo campuses. This is an “extended day” position, subject to possible fluctuations in daily working hours, and may be exempt from compensation for overtime in excess of 8 hours in one day. Hours worked in excess of 40 hours in a week period shall be compensated on an overtime basis. The person selected for this position will be subject to assignment to any district facility during any hours of operation.

**SALARY & BENEFITS:** Starting \$32.00 per hour and vacation, sick leave, holiday pay, and enrollment in a retirement system.

**BASIC FUNCTION:** Under the direction of an assigned supervisor, assist within an instructional program by performing complex technical work in an instructional learning environment for a highly technical or complex vocational or academic subject area; exercise judgment and initiative in coordinating labs and other instructional facilities and materials of the assigned area of learning.

### **REPRESENTATIVE DUTIES:**

**(E = essential job function)**

#### Instructional Duties

1. Support the instructional activities of the chemistry department, such as tutoring, supplemental instruction, review sessions, workshops, and outreach. **(E)**
2. Tutor students in individual and group settings for all chemistry courses taught at MiraCosta College. **(E)**
3. Prepare, develop and organize learning activities and workshops to support on-ground and online chemistry classes. **(E)**
4. Increase student success through positive student engagement in learning activities, workshops, problem solving, critical thinking and study skill development. **(E)**
5. Provide information on available resources to students. Encourage student participation in available resources. **(E)**
6. Assist in the grading of projects and tests from an answer key; monitor and meet program goals and expectations related to faculty, staff and students.

#### Technical Duties

7. Develop ongoing discipline-specific tutor training for continuing student tutors. **(E)**
8. Be able to set up computers with proper software and learning resources. **(E)**
9. Assist instructors, staff and students in the use of a variety of equipment, materials and supplies in an instructional setting, including computer hardware, software applications, online homework and resources. **(E)**
10. Be able to utilize the internet to identify, assess and organize appropriate chemistry learning materials for allied health, nursing, general education and science majors. **(E)**
11. Develop a program website for online learning resources, such as YouTube videos, webinars, chemistry content and online quizzes. **(E)**
12. Develop and present (in person and online) workshops that include topics such as science internships, chemistry degree programs, scholarships, scientific research, industry and college applications. **(E)**

13. Assist faculty in developing and implementing recruitment (“bridge”) programs for prospective and continuing science students. **(E)**
14. Create specialized learning tools and instruments, as needed. **(E)**
15. Attend conferences, classes and workshops to maintain, update and increase knowledge and skills in chemistry, science education and student success.

#### Administrative Duties

16. Attend Chemistry Department meetings; participate in departmental outreach and campus committees. **(E)**
17. Prepare, distribute and explain orientation materials for instructional personnel and students. **(E)**
18. Supervise student tutors and the tutoring facility, setting up and issuing equipment, materials and models, checking student work, checking in equipment and materials, disposing of consumables, and enforcing procedures and policies. **(E)**
19. Assist the department chair in developing departmental tutoring budget. **(E)**
20. Using campus PeopleSoft Financial system, coordinate (order, receive, catalog and store) purchases and other expenditures with other departmental instructional associates; monitor accounts and transfer funds as appropriate; maintain records, prepare related reports. **(E)**
21. Interview vendors to assess new equipment and supplies; make purchase recommendations to department.
22. Direct and participate in inventory of equipment and materials, assuring that adequate quantities are available for instructional use. **(E)**
23. Establish and monitor schedules for tutors and student workers; provide work direction; train and informally evaluate the work of tutors and student workers; sign tutors’ and student workers’ time records. **(E)**
24. Assist in the hiring of CHEM Drop-In Tutors. **(E)**
25. Maintain monthly records of Drop-In Tutoring program and share semester usage reports with the department. **(E)**
26. Work with faculty and the Office of Institutional Effectiveness to gather and help analyze tutoring, workshop and other programmatic data to assess effectiveness.

#### Facility Duties/Maintenance

27. Maintain learning environment in a safe, clean and orderly condition. **(E)**
28. Maintain and assure security of all equipment, supplies, software and computers, including online learning resources. **(E)**
29. Keep models and small instruments in good working order and make minor repairs and adjustments to learning equipment. **(E)**
30. Update computer-based equipment inventories. **(E)**
31. Operate District vehicles as required.

Perform related duties as assigned.

#### KNOWLEDGE OF:

1. College-level subject matter of assigned area of learning.
2. Instructional and tutorial techniques.
3. Library research techniques.
4. Basic reference materials and effective study techniques.
5. Tools, machines and equipment of the area of learning.
6. Recordkeeping techniques.
7. Modern office practices, procedures and equipment.
8. Proper methods of storing equipment, materials and supplies.
9. Health and safety regulations and practices.
10. Correct English usage, grammar, spelling, punctuation and vocabulary.

11. Technical aspects of field of specialty.
12. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Perform at a college graduate level or experiential equivalent in the assigned field.
2. Instruct or tutor students effectively.
3. Set up, design and operate assigned departmental equipment with skill.
4. Read, understand, interpret and apply department or college rules, policies and technical materials relating to assigned field.
5. Plan, schedule, train and review the work of student assistants.
6. Generate enthusiasm for learning.
7. Assess student achievement.
8. Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment.
9. Communicate clearly and concisely in English, both orally and in writing.
10. Design and produce displays, experiments and multi-media materials.
11. Operate a variety of equipment related to area of learning including specialized and highly technical equipment and machinery.
12. Analyze situations accurately and adopt an effective course of action.
13. Establish and maintain cooperative and effective working relationships with others.
14. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

**MINIMUM QUALIFICATIONS:**

To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:

1. Education equivalent to a Bachelor's degree in Chemistry or Biochemistry (preferred), or in a closely related field such as Biology, Chemical Engineering, or Environmental Science, with successful completion of General Chemistry, Organic Chemistry, Analytical Chemistry and Biochemistry college coursework **AND** one year of related work experience; **OR**
2. Education equivalent to an Associate degree in Chemistry with successful completion of General Chemistry, Organic Chemistry, Analytical Chemistry and Biochemistry college coursework **AND** four years of related work experience

(IMPORTANT: for work experience, a "year" is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.)

To view MiraCosta College's equivalency guidelines for classified positions go to [http://www.miracosta.edu/administrative/hr/downloads/Equivalency\\_Guidelines\\_for\\_Classified\\_Positions.pdf](http://www.miracosta.edu/administrative/hr/downloads/Equivalency_Guidelines_for_Classified_Positions.pdf)

**DESIRABLE QUALIFICATIONS:** *Please note: The cover letter must describe how you meet the following desirable qualifications.*

1. Bachelor's degree in chemistry or biochemistry;
2. At least one year of experience tutoring chemistry, preferably in an instructional setting at the college level;
3. Ability to create a positive learning environment, where all college students have the opportunity to successfully learn science, despite academic preparedness;

4. Ability to nurture and actively engage students in the learning process through the use of effective and varied tutoring approaches;
5. Ability to lead student tutors and teach them to be more effective tutors;
6. Ability to actively contribute and increase student success within the department;
7. Experience working with PC computers for inventory systems and to create a program website which contains a variety of effective web-based learning activities to students;
8. Strong organizational skills in inventory and facility management, preparing a variety of learning activities to increase student success, maintaining student tutor lab schedules, providing informal evaluation of student tutors, preparing and implementing ongoing training for chemistry tutors;
9. Ability to assess program data and work with the department to increase program effectiveness;
10. Supplemental instruction, CRLA or other tutoring certification;
11. Ability to improve personal tutoring effectiveness through reflection and professional development;
12. Ability to perform minor repairs of small equipment and models;
13. Proficiency with Microsoft Word, Excel, PowerPoint and other job-related software; the ability to learn PeopleSoft financials system;
14. Ability to work and communicate effectively with instructors, staff, students and the community;
15. Ability to be patient, work well under pressure and deal with unexpected situations;
16. Experience and understanding of the roles and responsibilities of an instructional associate.

**APPLICATION PROCEDURE:** **Apply and submit application materials through MiraCosta College's online application system at <https://jobs.miracosta.edu>.** Once you are in the system, we strongly advise you to read the FAQ (Frequently Asked Questions) and the information on "How to Apply" before starting the application process.

In order to be considered for this position, you must submit the following items directly in the online application system, finish applying, and receive a confirmation number by 11:59 p.m. on the closing date:

1. Application for Classified Employment. All experience relevant to this position must be listed on the application form.
2. A cover letter addressed to the "Screening and Interview Committee" describing how you meet the desirable qualifications (2 page limit).
3. A current resume or curriculum vitae summarizing your educational background and experience.

4. Transcripts of college coursework which provide evidence of meeting the minimum qualifications as stated above. Unofficial or legible photocopies are acceptable. If a degree(s) was earned, the transcripts must state that the degree was awarded. Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation.

If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. To view a list of agencies approved by the California Commission on Teacher Credentialing, go to <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.

**NOTE: Do not submit any additional documents as they will be removed.**

**NOTE: When you "APPLY FOR THIS POSTING," you will eventually be asked to answer the additional question(s) listed below. Your answers will appear toward the bottom of the application form.**

- MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. Describe your own commitment to diversity and how you will meet the minimum qualifications of "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic background of community college students."
- Do you have experience tutoring high school and/or college chemistry students? Yes or No.
- Is your chemistry tutoring experience mainly working one- on- one with individual students or tutoring in a group setting? If you have experience in BOTH settings, please provide an approximate percentage of time spent in each setting (i.e. 90 % one- on- one, 10% Group setting).
- Please list the different COLLEGE chemistry courses tutored, the approximate summed time (hours) spent tutoring each course, and the type of tutoring session (individual or group).
- Please list the different HIGH SCHOOL chemistry courses tutored, the approximate summed time (hours) spent tutoring each course, and the type of tutoring session (individual or group).
- Briefly describe the extent of your experience with (a) through (i) below: a) working with and training a diverse group of people b) having multiple supervisors and working within a large department c) tutoring many students at once d) assessing your effectiveness in tutoring chemistry students e) working with web-based learning applications f) developing a website g) working with at-risk, under-prepared students h) teaching others how to be a successful tutor i) inspiring student success in the sciences.
- Do you have a tutoring certificate? If yes, please list the title of the certificate. If no, please type "N/A".

The screening and interview committee will review application materials three to four weeks following the closing date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled.

Offer of employment to the person selected for this position is contingent upon the following: successful completion of a pre-placement physical exam at district expense; submission of a current tuberculosis test clearance; proof of eligibility to work in the United States; fingerprint clearance; and Board of Trustees approval.

If you are a person with a disability and require accommodation with the application and/or interview process, please contact the Human Resources office at 760.795.6854 at least five days prior to the application deadline.

Retired STRS members are not eligible for this position.

PHYSICAL EFFORT: Frequent standing, walking, bending and stooping; occasional lifting and/or carrying of objects weighing 50 pounds or more; ability to work at computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT: Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS: Instructional lab environment; subject to equipment and chemical hazards, fumes, loud noise, dust, extreme temperatures. Subject to frequent interruptions by individuals in person or by telephone, intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings, and/or weekends on an as-needed basis. Occasional local travel may be requested.

#### MISSION STATEMENT AND INSTITUTIONAL GOALS:

The MiraCosta Community College District mission is to provide superior educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers undergraduate degrees, university-transfer courses, career- and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

Goal I. MiraCosta Community College District will become a vanguard educational institution committed to innovation and researched best practices, broad access to higher education, and environmental sustainability.

Goal II. MiraCosta Community College District will become the institution where each student has a high probability of achieving academic success.

Goal III. MiraCosta Community College District will institutionalize effective planning processes through the systematic use of data to make decisions.

Goal IV. MiraCosta Community College District will demonstrate high standards of stewardship and fiscal prudence.

Goal V. MiraCosta Community College District will be a conscientious community partner.

#### THE DISTRICT, STAFF AND STUDENTS:

The MiraCosta Community College District is one of California's 113 public community colleges. The district includes the communities of Oceanside, Carlsbad, Encinitas, Cardiff, Olivenhain, Leucadia, Solana Beach, Rancho Santa Fe, Del Mar, and parts of Carmel Valley. The single college district is governed by a seven-member Board of Trustees who are elected from each of the district's seven communities.

MiraCosta offers undergraduate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities. Beginning in Fall 2017 the college will offer a Bachelor of Science degree in Biomanufacturing.

The college's fee-based Community Education program provides a wide variety of classes, workshops, and excursions. Tuition-free, noncredit classes also present a variety of learning opportunities at the Community Learning Center and throughout the community.

MiraCosta College partners with the North San Diego Small Business Development Center, which provides service to all of North San Diego and Imperial Counties.

MiraCosta College employs 198 full-time faculty, 351 regular classified staff, 13 classified administrators and 15 academic administrators. An additional 606 associate faculty teach in the credit and noncredit programs, and about 150 educators or contract staff provide community education and workforce development activities. MiraCosta students are diverse, including representation from all of California's major racial/ethnic groups and ages. The college has been designated as a Hispanic Serving Institution (HSI) and a military-friendly organization. The credit student population is approximately 33% Hispanic, 8% Asian, 4% African American, and 7% two or more races. Diversity is also evidenced by student-veterans, re-entry students, individuals with disabilities, international students, and LGBTQIA. The district boasts a long history of commitment to collegiality, civility, and mutual respect.

#### THE SITES:

The district consists of three campus sites, plus the Technology Career Institute, and robust online education offerings.

The Oceanside Campus houses a comprehensive public community college, offering credit, career technical and noncredit courses. In the 2016 academic year, the college offered general education credit courses that applied toward 62 degrees, 51 Certificates of Proficiency and 59 Certificates of Achievement. Noncredit classes tailored for older adults and community education courses are also offered on this campus. The majority of the district's students attend the Oceanside Campus, approximately 10,500 students.

The San Elijo Campus is positioned as the district's transfer-focused site and offers a wide range of credit courses leading to transfer and almost 40 associate degrees and career certificates. Each semester, more than 200 sections are offered on this campus to a student body of over 3,000 students, with support services in tutoring, counseling, library, wellbeing, and student activities. A rich variety of community services courses are also offered year round at the San Elijo Campus.

The Community Learning Center (CLC) serves approximately 2,500 students, and hosts a wide variety of noncredit programs, including English as a second language, the Adult High School Diploma Program, classes for older adults, health classes, parenting, and classes for those who are physically and mentally challenged. The center also houses the Cisco Networking Academy, which prepares students for computer industry certifications. Credit courses that fulfill general education requirements are also offered at this site. The credit courses offered at the CLC are intended to support students' transition from noncredit to credit enrollment.

The Technology Career Institute & Small Business Development Center relocated to central Carlsbad in March 2015. It offers classes and certificate programs to skilled workers in industries such as high-tech manufacturing, maritime technology, and biotech manufacturing, and provides resources, workshops, and leadership programs for small businesses.

MiraCosta College began offering online courses in 1995. The district typically offers approximately 200 fully online class sections each semester, with another 100 sections offered partially online, serving about 6,000 students.

#### ACCREDITATION:

MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education and approved by the California State Department of Education Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the GI Bill of Regulations. The University of California, California State Universities, and private universities of high rank give credit for transfer courses completed at MiraCosta College.

MiraCosta College is approved by the following: California State Board of Registered Nursing, Commission on Accreditation of Allied Health Education Programs, State Board of Vocational Nurse and Psychiatric Technicians, California Department of Public Health Aide and Technician Certification Section, Commission on Peace Officer Standards and Training, National Certification Board for Therapeutic Massage and Bodywork, Accrediting Commission for Schools, California State Department of Education, University of California.

#### THE AREA:

Situated between San Diego and Los Angeles, MiraCosta College benefits from multicultural influences and cultural opportunities. Interstate 5, Amtrak, and Carlsbad regional airport provide easy access to either metropolis and to Mexico. The district, which extends 25 miles along the Pacific Ocean from Camp Pendleton Marine Corps Base to the city of San Diego, attracts diverse ethnic and socioeconomic populations who live in urban and suburban communities. The intellectual environment is enhanced by the college's proximity to the University of California San Diego, California State University San Marcos, and other institutions of higher education. Along with numerous theaters, galleries, and museums, residents enjoy a moderate, year-round climate, which provides many opportunities for outdoor activities.

#### CAMPUS SAFETY:

As per the Clery Act of 1998, the campus security report can be found at [http://www.miracosta.edu/student-services/police/downloads/safety\\_report.pdf](http://www.miracosta.edu/student-services/police/downloads/safety_report.pdf)

EEO STATEMENT:

MiraCosta College is an Equal Opportunity Employer and is committed to providing an educational environment which affirms and supports diversity in its faculty, staff, and administration, and promoting an environment of inclusion. The college's commitment to diversity, equity and inclusion is expressed in the policy found at <http://www.miracosta.edu/officeofthepresident/board/downloads/3400BP-Diversity-Equity-Inclusion-Adopted4-6-16.pdf>

MiraCosta College  
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