



**TAFT COLLEGE**  
WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources  
29 Cougar Court  
Taft, CA 93268  
661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Adjunct Employment Opportunity

Application Deadline: 4:00 p.m. on Friday, May 5, 2017

*Taft College is seeking a pool of qualified candidates with demonstrated instructional skills to join an outstanding team of faculty and staff to provide high quality programs and services for our students. Teaching assignments may be temporary, part-time and/or on-call and may be immediate or as needed (as specified in Education Code 8748.25). We are seeking lecturers who have the ability to teach in the following areas for inclusion in a pool and for the 2017 summer semester. The 2017 summer semester begins on Monday, June 5, 2017 and concludes on Thursday, August 10, 2017.*

### **ENGLISH 0900 – Intermediate Writing and Grammar**

#### **GENERAL INFORMATION**

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

Taft College's Full Time Equivalent Students are 2,582 with an average class size of 20. The District has a student body that is 55.9% Hispanic, 31.6% Caucasian, 6.2% African-American, 2.2% Multi-Ethnicity, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Undeclared and 0.3% Pacific Islander.

The college has 62 full-time faculty, 101 adjunct faculty, 155 classified staff, 22 classified administrators and 7 certificated administrators.

#### **MINIMUM QUALIFICATIONS**

Master's degree in English, literature, comparative literature or composition or bachelor's in any of the above and master's in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism or the equivalent. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

#### **PAY RANGE**

\$56.68 - \$66.60/hr.

#### **HOURS & TERMS OF EMPLOYMENT**

Tuesday, Wednesday, Thursday 6:10 pm – 9:20 p.m.

#### **Equal Employment Opportunity**

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on our website under Jobs and EdJoin.**

Website:

[www.taftcollege.edu](http://www.taftcollege.edu)  
[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department**

**Hours:**

Monday-Thursday  
7:30 a.m. – 5:00 p.m.  
Friday  
7:30 a.m. – 4:30 p.m.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A completed West Kern Community College District academic application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Transcripts (unofficial acceptable).

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Send all application materials to:

Taft College  
Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

## **APPLICATION DEADLINE**

**Application materials must be in the Human Resources Department no later than 4:00 p.m. on Friday, May 5, 2017.** It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application materials that are complete at that time will be forwarded to the screening committee. Incomplete application materials may not be reviewed.

## **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

## **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*