

# EMPLOYMENT OPPORTUNITY

**RE-ISSUED**

(Note Changes in Starting Date and Application Deadline)

**POSITION:**

**LANGUAGE CENTER ASSISTANT COORDINATOR**  
(LIBRARY SERVICES – CREDIT PROGRAM)

**EMPLOYMENT STATUS:**

A.

CONTRACT: FIRST YEAR (PROBATIONARY)  
TENURE-TRACK (**ONE OR MORE POSITIONS**)  
(BASED ON AVAILABILITY OF FUNDS)  
EC §§87602-87615 as amended by SB2298 (1990)

B.

TEMPORARY, PART-TIME  
(21 HOURS OR LESS PER WEEK)  
THIS WILL BE A PART-TIME HIRING POOL TO BE IN  
EFFECT FOR A ONE-YEAR PERIOD.  
EC §87482

Applying for tenure-track, part-time, or both positions does not affect how an application is reviewed. **[Please specify in your letter of interest which position(s) you are applying for: (A) Tenure-Track only, (B) Temporary, Part-Time Only, or (C) both positions.]**

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

JOB ANNOUNCEMENT: #C-07038

**APPLICATION DEADLINE:**

THURSDAY, FEBRUARY 14, 2008  
4:00 P.M.

**EXAMPLES OF DUTIES:**

Working with the Language Center Coordinator, the Language Center Assistant Coordinator will:

1. Take an overall interest in the Language Center and endeavor to make it a successful and educationally sound adjunct to the Foreign Language Program at CCSF;
2. Supervise the Language Center to ensure that a fitting working environment exists at all times, to enforce existing regulations and to verify that students are using the Language Center for foreign language study only;
3. Supervise the Language Center days, evenings, or Saturdays as needed at Ocean Avenue Campus and/or other sites where foreign languages are taught, and must be flexible in adapting to changes in schedule and location;
4. Assist students who are not familiar with the equipment, materials, or computer software to become competent and able to use the Center properly, and provide advice and motivation for students attending the Center;
5. Supervise and assist the student workers; provide them with supplementary on-the-job instruction concerning the Center policies and practices;
6. Orient and assist instructors in the use of the equipment and media in the Language Center Electronic Classroom;
7. Develop and/or assist the Language Center Coordinator in providing faculty development workshops using the emerging technology;

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**HUMAN RESOURCES**

8. Assist the Language Center Coordinator in providing current and innovative materials in foreign language education and language center technology;
9. Assist in drafting procedures and policies; prepare grant proposals and perform activities related to grant-funded projects;
10. Assist the Language Center Coordinator with a variety of supervisory and clerical duties, hiring and training of student workers, classified, and certificated staff;
11. Perform professional responsibilities required of faculty members as well as carry out other tasks and responsibilities as assigned by the Language Center Coordinator;
12. Maintain and create websites;
13. Perform other related duties as assigned by the supervisor.

**EMPLOYMENT QUALIFICATIONS: (City College of San Francisco Minimum Requirements)**

1. Demonstrated knowledge, skills, and abilities to work with community college students from diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds **(Required)**;
2. Earned Master's Degree from an accredited institution in a foreign language being taught at credit program of City College of San Francisco [Chinese (Cantonese & Mandarin), French, German, Italian, Japanese, Pilipino (Tagalog), Russian, Spanish]; OR THE EQUIVALENT;  
**OR**  
Earned Bachelor's Degree from an accredited institution in any of the above languages AND earned Master's Degree from an accredited institution; OR THE EQUIVALENT;  
**OR**  
Hold a fully-satisfied LIFE California Community College Instructor Credential in a foreign language being taught at credit program of City College of San Francisco; OR THE EQUIVALENT.

**[If you would like to claim education equivalency for the formal educational requirement, please contact the Human Resources Department (415) 241-2246 immediately for a Faculty Equivalency Application Form or click "Employment Opportunities" at [www.ccsf.edu](http://www.ccsf.edu). This form will be considered as part of the application materials and must be submitted on or before the application deadline as indicated on the job announcement.]**

**EMPLOYMENT QUALIFICATIONS: (Desirable)**

1. Demonstrated successful experience working in a foreign language laboratory with at-risk students in an urban college;
2. Experience in supervision of staff and students in a language laboratory;
3. Earned Master's Degree from an accredited institution with concentration in Educational Technology;
4. Training in instructional technology used in foreign language teaching;
5. Knowledge of the Foreign Language Program at City College of San Francisco;
6. Knowledge of recent developments in foreign language teaching methodologies and materials available;
7. Skills in operating computers, audio, and video equipment;
8. Skills in use of various foreign language software programs and the Internet;
9. Experience teaching a foreign language at the college level;
10. Excellent organizational skills, as well as oral and written communication skills;
11. Demonstrated ability to interact and relate effectively with staff, students, and faculty;
12. Demonstrated leadership experience and skills during emergencies and knowledge of general emergency procedures;
13. Demonstrated ability to exercise sound judgment in problem solving and in making routine decisions in accordance with college policies and procedures;
14. Successful experience using conflict resolution skills;
15. Demonstrated ability to work effectively both independently and as part of a team.

**SALARY:**

For Tenure-Track Position:

Initial salary placement is based on verified and accepted educational/work experience in accordance with the current City College of San Francisco Faculty Salary Schedule. The annual salary range upon entry is from \$51,870 to \$77,915 for 175 days of service or pro-rated for one semester or fewer days of service. **Effective Fall 1999, new full-time faculty hires will have two additional service days, in their first year of service only, for the purpose of attending mandatory new faculty orientation. They will receive "independent flex credit" for such attendance, but no additional pay.**

For Part-Time Position:

Rate is set in accordance with the City College of San Francisco Faculty Salary Schedule for hourly assignments. Currently the rate upon entry is from \$36.01 to \$39.29 per hour depending upon placement.

**FRINGE BENEFITS:**

For Tenure-Track Position:

In accordance with the collective bargaining agreement between the SFCCD and AFT Local 2121, fringe benefits include a choice of several health plans, plus \$50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan. Such benefits are subject to change pursuant to agreement with the SFCCD and AFT Local 2121, or pursuant to other applicable law.

**STARTING DATE:**

For Tenure-Track Position:

Fall Semester 2008, beginning mid-August 2008.

**APPLICATION PROCEDURE:**

**Submitting all of the application materials listed below is the responsibility of the applicant. Postmarks will not be honored. Application materials sent via email will not be accepted. Under no circumstances will incomplete or late applications be considered by the Search Committee.**

Applicants must submit the following materials which must be received by the Human Resources Department on or before the application deadline:

1. A letter expressing interest in the position indicating specifically how the applicant fulfills the minimum qualifications. In addition, the letter should include how the applicant fulfills as many as possible of the desirable qualifications. Both the minimum and desirable qualifications are listed in this announcement. The letter should also address the applicant's background and skills in the areas stated in the "Examples of Duties". **PLEASE SPECIFY WHICH POSITION(S) YOU ARE APPLYING FOR: (A) TENURE-TRACK ONLY, (B) TEMPORARY, PART-TIME ONLY, OR (C) BOTH POSITIONS;**
2. A current resume summarizing educational background and related work experience;
3. A City College of San Francisco Faculty Position Application form completed in full; (Statements on the application form indicating "See Resume" are not acceptable. Application forms are available at the CCSF Human Resources Department, and can be requested in person at 33 Gough Street, San Francisco, CA 94103, by calling (415) 241-2246, by FAX (415) 241-2335, or by clicking "Employment Opportunities" at [www.ccsf.edu](http://www.ccsf.edu). A resume or vita shall not be substituted for a completed CCSF application form.);
4. Three (3) current letters of professional recommendation written within one year of the date of application, and specific to this type of position (letters must be signed and dated to be considered valid);

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date; [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed. Contact the CCSF Human Resources Department at (415) 241-2246 or click "Employment Opportunities" at [www.ccsf.edu](http://www.ccsf.edu) for evaluation sources.]
6. **Diversity Statement:** In a concise essay, relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnicities. (Separate from your letter of interest, submit a neatly presented response. A direction to 'see letter of interest' or "resume" is not an acceptable response.)

**Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 241-2285 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.**

Arrangements should be made to have all the above materials received by the Human Resources Department on or before the application deadline. Address the application materials package to:

City College of San Francisco  
Human Resources Department - Job #C-07038  
33 Gough Street  
San Francisco, CA 94103

Attn: Clara Starr  
Dean, Human Resources

Application materials become the property of City College of San Francisco and will not be returned. Since new documents must be submitted for each job opening, it is advised that applicants keep a copy of each document submitted for their own use and reference. Application files for this position will not be considered for future openings.

#### **ADDITIONAL INFORMATION:**

For information regarding the duties and responsibilities of the position, contact:

Christina Yee  
Language Center Coordinator  
City College of San Francisco –Ocean Avenue Campus  
Telephone: (415) 452-5558  
Email: [cye@ccsf.edu](mailto:cye@ccsf.edu)

#### **SELECTION PROCEDURE:**

Applicants who meet all minimum qualifications and have all required application documents in the CCSF Human Resources Department on or before the deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview with the Search Committee. An additional interview will be offered to applicants who are advanced beyond the initial interviews.

Length of service with City College of San Francisco as an academic employee may be taken into consideration in the College's evaluation of applicants.

**NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY:**

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2285.

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**CONDITIONS OF EMPLOYMENT:**

Employees are required to pay an agency shop service fee to AFT Local 2121 as a condition of continued employment.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job announcement at any time without prior notice.

**ALL APPOINTMENTS ARE CONDITIONAL UNTIL APPROVED BY THE BOARD OF TRUSTEES, SAN FRANCISCO COMMUNITY COLLEGE DISTRICT.**

October 26, 2007  
(Replaces August 31, 2007)