



Allan Hancock College is accepting applications for **part-time, in-person** instructors for:

### **Citizenship Preparation (CITZ)**

Classes may be held in the evenings, on weekends, and/or at off-campus locations. Bilingual English-Spanish preferred, but not required.

#### **Statewide minimum qualifications:**

- A bachelor's degree in any discipline and six (6) semester units in American history and institutions.

#### **Criteria for Equivalency for candidates not meeting minimum qualifications:**

- A bachelor's degree in any discipline and three (3) years of professional experience related to the area of assignment.

### **APPLICATION PROCEDURE**

To be considered as a candidate, please submit the following materials:

- A current and complete resume listing education and professional experience.
- Transcripts and/or pertinent credentials/licenses. Copies are acceptable for the application process. Official transcripts are required if hired.
- Please submit all required documentation to:

The Community Education Coordinators at [CECoordinator@hancockcollege.edu](mailto:CECoordinator@hancockcollege.edu)

### **SCREENING PROCESS**

1. A committee screens all resumes and transcripts. Ensure the resume provides enough details regarding meeting qualifications and/or meeting AHC equivalency to teach in the discipline.
2. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge, and abilities.

3. A limited number of applicants will be invited for an interview at the college at their own expense.
4. If you are selected, our recruiting team will reach out to you to discuss the next steps. Due to the high volume of applications we receive, we're unable to speak with everyone.
5. The district reserves the right to cancel any appointment or to reassign the area of service, extend time limits, reinitiate, or withdraw the recruitment/selection process at any time. Final candidates may be required to pass a pre-employment drug screening.

### **APPLICATION PERIOD**

Resumes are accepted all year long for a variety of disciplines. Submitting a resume doesn't guarantee a teaching spot. The District reserves the right to extend time limits, and reinitiate or withdraw the recruitment/selection process at any point.

### **COMPENSATION**

For information about compensation and benefits, visit [www.hancockcollege.edu/hr/](http://www.hancockcollege.edu/hr/) and search for Employee Benefits and Salary Schedule for Part-Time Faculty Noncredit.