

**TRiO Math Science Upward Bound Regional Center
@ University of California Santa Cruz
Summer 2010 Employment Announcement**

POSITION: Communications Learning Manager

LOCATION: University of California, Santa Cruz

DURATION June 21-July 28, 2010

COMPENSATION: \$3200 for summer program. Compensation includes 10 hours in May and June for planning and preparation of course. Full participation in staff orientation and end of program activities is required. If employment is terminated for any reason prior to the end of the assignment, pay will be reduced proportionately.

CLOSES: Open until Filled, Priority First Screening March 26, 2010

TRiO Mission Statement:

TRiO's mission is to stimulate learning. We believe our first responsibility is to provide opportunity to diverse student populations. In carrying out our day-to-day activities we strive to:

1. Foster a welcoming community.
2. Collaborate with campus and local communities.
3. Inspire student growth and development.

Through a long-term commitment to this mission, TRiO is known as a student services program that consistently delivers. Our students and the campus community view TRiO as offering a genuine commitment to student success.

RESPONSIBILITIES:

Under the direction of the Coordinator/Counselor and Residential Coordinator, the person in this position will teach Communications/English study skills to support a Marine Science class. Primary teaching duties include 3 one-hour classes and 1 two-hour computer lab 2-3 times a week. The Communications Learning Manager will work with the Marine Science Learning Manager to develop written and oral skills that complement science skills, content and projects. The Learning Manager will be responsible for developing up to three different levels of a language and literature unit. Learning Managers may supervise a Resident Assistant who will assist with lecture, lab, and evening academic activities. It is particularly important to work as a team member and have an ability to lead and direct as well as to foster and facilitate these abilities in others. Pre/post tests will be developed to help evaluate student progress. The Communications Learning Manager will be expected to organize and facilitate 1 three-hour formal study hall once a week and oversee 1 one-hour informal study hall once per week. Participation in a weekly meeting with the Coordinator/Counselor, Residential Coordinator and/or Lead Resident Assistant and other Learning Managers is required. Additional responsibilities include attendance at special events and activities as assigned. This is a full time position with scheduled hours that vary and Learning Managers may be called upon to help with afternoon, evening, or weekend activities. During the academic portion of the program there will be about 25 student contact hours per week. The Learning Manager's activities are integrated into numerous activities outside the classroom. It is expected for the Learning Manager to positively contribute to a collaborative and collegial work environment.

NECESSARY QUALIFICATIONS:

- Ability to teach and/or experience teaching English classes.
- Sensitivity to the needs and barriers of low-income, first-generation college students.
- Ability and/or experience with Computer/Technology Skills.
- Be 21 years of age or older and possess a valid California Drivers License.
- Excellent oral and written communication skills.
- Experience and/or ability to facilitate study skills in content area.
- Willingness to support co-disciplinary teaching as a collaborative member of a team.
- Willingness to work evenings and weekends as needed.

DESIRED QUALIFICATIONS:

- Previous Upward Bound or other TRiO program Experience.
- Successful completion at least four years of college.
- Leadership and organizational skills.
- Ability and/or experience in curriculum development skills.
- ESL teaching/methodology experience/training.

IMPORTANT: This is a Part-Time/Short-Term Temporary position. You will not be contacted by Human Resources. You will be contacted by the hiring department only in the event that they wish to schedule an interview.

CONDITIONS OF EMPLOYMENT: Offers of employment are contingent upon the MPC Governing Board approval. Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit proof of eligibility to work in the United States. Employees must sign the Oath of Affirmation of Allegiance, and submit ****fingerprints** for California Department of Justice clearance.

****All employees working directly with minors are required to undergo fingerprinting prior to the start of the summer program. This process must be initiated and paid for by the new employee through the MPC Human Resources office as a condition of employment ****

NOTE: *Smoking Policy:* Smoking on campus is limited to designated smoking areas.

HOW TO APPLY

TO ENSURE CONSIDERATION applicants must return the following on or before March 26, 2010:

- √ - A completed District application (available on our website, www.mpc.edu or at the College.)
- √ - A copy of your resume and a cover letter are optional, but highly recommended.

Instructions: Go to the MPC website <http://www.mpc.edu> click on employment opportunities, click on **Hourly/Temporary positions** then scroll down to bottom of page to find the announcement for the **2010 Communications Learning Manager** position. On the same page click on **District Application** for classified positions. You may download the application, complete it and bring it in person to the MPC HR department, email it to: CJohns@mpc.edu mail it to MPC Human Resources, OR fax it back to 831-646-3012.

Position is open until filled

Submit the required application materials and direct all inquiries regarding this position to:

Email: CJohns@mpc.edu

Monterey Peninsula College, Human Resources Department, 980 Fremont Street, Monterey, CA 9394
Telephone: (831) 646-4275 or (831) 646-4016, **Fax:** (831) 646-3012, **Text Teletype:** (831) 645-1319,

Monterey Peninsula College is an Equal Opportunity Employer