



TAFT COLLEGE

West Kern Community College District

is currently accepting applications for:

BUSINESS ADMINISTRATION ASSOCIATE PROFESSOR

Full-Time, Tenure-Track Position
Commencing Fall 2008

Application Closing Date: May 2, 2008

Taft College believes in a close relationship among students, faculty, staff and the community. The District is strongly committed to achieving staff diversity and has made a commitment to the principles of equal opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants.

GENERAL RESPONSIBILITIES

- Instruction of community college general business administration courses.
- May develop short term programs of study for local business entities.
- May teach Distance Education courses.
- Establish a working relationship with business and industry, and serve on Advisory Committees.
- Participate in division meetings and serve on campus committees.
- Be available to students for five (5) hours per week of scheduled office hour time.
- Participate in the evaluation of materials and the development of outlines for courses taught.
- Maintain an inventory of equipment used.
- Complete reports, schedules, and grades within established guidelines.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Master's in business, business management, business administration, accountancy, finance, marketing, or business education OR Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or JD or LL.B. degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. degree OR the equivalent. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. NOTE: Applicants who claim equivalent qualifications shall provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications of the area for which they are applying. It is the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of the application.

EQUIVALENCY

If you do not meet the specific degree requirements for this position, you may request equivalency by the final filing date. There is one (1) form that you will need to download from the website; it is titled Equivalency Determination - the information requested is required of all candidates not holding the stated minimum qualifications who are seeking consideration on the basis of equivalency. Candidates making application under equivalency shall submit this supplement as well as other materials specified in Application Procedures. Use extra pages as needed.

FOREIGN TRANSCRIPTS

Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service.

ANTICIPATED STARTING COMPENSATION

Based upon the 2007-08 175-day salary schedule, the salary range is \$49,280 to \$99,719. An annual doctoral stipend of \$1,985 is included in addition to the salary when appropriate.

ANTICIPATED START DATE

The successful applicant must be available on August 20, 2008.

APPLICATION DEADLINE

To be assured full consideration, completed application packets should be in the Human Resources Department by 4:00 p.m. on Friday, May 2, 2008. Application materials must be mailed, hand delivered, or e-mailed. E-mails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCEDURES

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

1. Completed District Academic Application (and, if needed, an equivalency form).
2. A letter of application that describes why you are interested in the position and how your breadth of experience has prepared you for this position.
3. A current resume.
4. A written statement of your philosophy and approach to teaching business administration courses.
5. Copies of transcripts.
6. Three (3) current letters of recommendation that address your professional and interpersonal skills.

Application forms may be obtained from www.taftcollege.edu or from the Human Resources Department by calling 661-763-7805.

Send all application materials to:

Taft College
Human Resources Department
29 Emmons Park Drive
Taft, CA 93268
Telephone: (661) 763-7805 Fax: (661) 763-7828
Email: jwade@taft.org

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

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.

WORKING CONDITIONS

Taft College is a tobacco free campus.

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.

BENEFITS

The District provides health, dental, vision and life insurance for the employee, spouse and dependents. The District and the employee contribute to the State Teacher's Retirement System or the California Public Employee's Retirement System.

GENERAL INFORMATION

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 Recreation area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

MISSION STATEMENT

Taft College is committed to student learning in transfer and vocational programs supported by pre-collegiate basic skills and a wide range of student services. All programs and services are focused on the educational needs of the WKCCD learners.

Applicants who are protected under the Americans with Disabilities Act and who, 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.