



West Valley-Mission
Community College District

CLASSIFIED MANAGEMENT EMPLOYMENT OPPORTUNITY

APPLICATION DEADLINE: Tuesday, August 17, 2010 5:00 P.M.

CHILD DEVELOPMENT CENTER DIRECTOR West Valley-Mission Community College District

Under the direction of the Vice President of Instruction, or designee, and within the scope of authority which is consistent by means of District objectives, policies, guidelines and practices, the Director plans, organizes, directs and controls fiscal management, program development and the overall day to day operation of the Child Development (CHD) Department's instructional lab (Child Development Center – CDC). The Director takes on additional responsibilities which are necessary for the effective and efficient operation of the Child Development Center and effective coordination and communication with the CHD, the College and the District in order to fully implement the academic components of the lab.

ASSIGNMENT

100% of full-time, minimum of 40 hours per week, 11 months per year. Schedule may include some evening and weekend hours as needed. Work location: West Valley College.

SALARY AND BENEFITS

- **Annually:** \$72,096 – \$77,643 entry level / \$72,096 – \$91,505 maximum earnable
- **Monthly:** \$6,554 – \$7,058 entry level / \$6,554 – \$8,318 maximum earnable
Salary listed does not include the 4.62% salary reduction via 12 unpaid furlough days per fiscal year, continuing until negotiated.
- Additional compensation: \$1,500 for doctorate added to base salary annually, to be prorated on a monthly basis
- Employer-paid medical, dental, vision for employee and dependents including children, spouse, or domestic partner (*benefit costs prorated for employees working less than 100% of full-time*)
- Employer-paid long term disability insurance
- Voluntary life insurance
- State and Federal holidays plus 1 floating holiday annually; paid non-workdays between Christmas and New Year
- 12 days sick leave accrued annually
- 22 days vacation annually (25 days after five years of service)
- Professional Development and Renewal leave
- CalPERS retirement

MINIMUM QUALIFICATIONS

Any combination equivalent to:

- Child Development/Studies master's degree, California Child Development Program Director Permit **AND**
- One year of formal training, internship, or leadership experience related to this administrative assignment, or the equivalent. Candidates who claim the equivalent qualifications must provide conclusive evidence of their qualifications.
- **Candidates with foreign degrees must provide certification of equivalency to U.S. degrees by a certified U.S. credential review service. Simple translation of the language on foreign diplomas,**

transcripts, coursework, or similar will not suffice; thus, will cause the application packet to be judged as incomplete.

- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability and ethnic backgrounds.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Purpose, mission and goals of a California Community College/District.
- Personnel management, particularly personnel supervision and training.
- Financial planning, budget development and fiscal reporting methods.
- Current and emerging issues in the Child Development/Studies field.
- State Education Code sections, federal laws and regulations, and College and District policies related to the development and implementation of child care and development, instructional services.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and diplomacy.

Ability to:

- Prepare and present comprehensive, concise and clear oral and written reports.
- Establish and maintain cooperative, productive and effective working relationships within a participatory governance operational structure.
- Lead and direct the work of others.
- Effectively interact with people of diverse socioeconomic and ethnic backgrounds.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks, which may be found in positions of this class.) To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Direct and coordinate all aspects of the WVC CDC, including: planning, administration, admissions and referrals, facilities maintenance, and maintenance of confidential records and regulatory compliance.
- Supervise, evaluate, and provide staff development and leadership to direct subordinates (e.g., classified employees, student interns, teaching assistants and volunteers) in the WVC CDC; delegate the responsibility for supervision of indirect subordinates to subordinate supervisors to assure efficient and effective performance; develop expectations for performance and standards of excellence.
- Provide training and instruction pertaining to the nature of the assignment to students, faculty and other clientele.
- Coordinate staff meetings; develop and coordinate staff training and schedules.
- Establish clear and meaningful criteria and expectations for effective performance; direct and supervise the staff, including implementing employee relations practices necessary to establish positive employer-employee relations and promote a high level of morale.
- Coordinate the use of facilities by students, college personnel and the public.
- In collaboration with Child Studies (CHS) faculty, implement procedures and activities that reflect and support recommended principles and practices of the CHS instructional program and that enable the WVC CDC employees to maintain environments and curriculum that are interactive, intellectually stimulating, physically challenging and emotionally secure, based on the needs of individual children and families, including the individual/family's language and cultural values, and based on the intent to support an educational partnership with families.
- Develop culturally appropriate support procedures and activities for families of enrolled children that reflect and support the principles and recommended practices of the CHS instructional program and which may include handbooks, outreach, intake, orientation, parent education, parent volunteer programs and referrals, and driving to conduct home visits as necessary
- In consultation with the CHS faculty and college administration, develop admission policies, staff development activities, classroom practices and procedures that reflect and support the principles and recommended practices of the CHS instructional program.
- Ensure that the program meets the State Department of Social Services licensing regulations (Title 22), the funding requirements of the California Department of Education (Title 5), the accreditation standards of the National Association for the Education of Young Children (NAEYC), the guidelines of the Program for Infant and Toddler Caregivers (PITC), and other legal requirements pertaining to health and safety standards, food and nutrition, and emergency procedures. Interpret and perform this assignment in compliance with pertinent College, federal, state, local laws and contractual regulations including record keeping and reporting.
- Maintain knowledge and upgrade skills in response to changes in laws, regulations and policy, pedagogy, science and technology and professional practices as they pertain to the area of assignment.
- Develop the annual operating budget in consultation with the supervising administrator and the CHS faculty.
- Administer the annual WVC CDC operating budgets; review and approve expenditures according to established District policies and procedures.
- Participate in preparation of state and federal grant

applications.

- Supervise, manage, promote and officially represent the WVC CDC. Coordinate with external and internal agencies and systems in areas of position responsibilities.
- Report potential safety problems and recommend solutions.
- Prepare a variety of reports and correspondence appropriate to assignment.
- Exhibit sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disabled, gender and ethnic backgrounds of the college community.
- Make employment decisions and recommendations that are consistent with District goals and selection guidelines.
- Keep supervisor informed of performance and department activities.
- Develop and present matters requiring the supervisor's decision, acting on the supervisor's directives and recommendations.
- Work cooperatively as a member of the management staff of the College and District toward the achievement of its goals and objectives.
- Provide leadership consistent with the mission and function of the College and District.
- Maintain effective public relations with the larger District and College community.
- Assure smooth operations within areas of responsibility.
- May be assigned to lead or participate in District-wide or College committees, initiatives, teams or ad hoc groups; responsible and accountable for completion of assigned tasks when assigned to such a group; when chairing such a group, evaluate the performance of committee members and forward input to members' supervisors for consideration during the performance evaluation process.
- Work with College and District staff within a framework of participatory governance.
- React to change productively and handle other essential tasks as assigned.
- Immediately report known or likely fraud, illegal acts, violation of provisions of contracts or grant agreements to the appropriate parties.

To receive a detailed job description that includes working conditions and physical demands, please contact the District Human Resources Department at (408) 741-2415.

APPLICATION DOCUMENTATION

Documents to be considered for this position must be received at the following location on the date and time noted above:

**District Human Resources Department
West Valley-Mission Community College District
14000 Fruitvale Avenue, Saratoga, CA 95070-5698
(West Valley College Campus – Administration Building
by Lot 4).**

REQUIRED DOCUMENTS

To insure fairness and consistency to all candidates, do not submit materials other than those identified below. *Submit all application materials in the following order:*

- A completed West Valley-Mission Community College District Administrative Classified Employment Application** (see attached)
- Diversity Statement** (included on first page of employment application)

- A current, typed, detailed resume.
- A completed supplemental questionnaire (see attached).
- Legible copies of college transcripts to verify ALL degrees earned and college coursework taken. *Certified copies of transcripts **will be** required at time of hire. Copies of diplomas, grade reports, graduation petitions, transcript evaluation requests, or similar documents WILL NOT BE ACCEPTED IN LIEU OF TRANSCRIPTS.*
- U.S. Equivalency Certification for foreign degrees (see minimum qualifications on first page of application).
- Provide names, titles, business and home phone numbers of six (6) professional references, including two (2) direct supervisors, two (2) subordinates, and two (2) colleagues. *References will only be contacted in regards to final candidates.*
- A Completed Personal Data Report form (see attached).

NOTE: All required documents must be submitted with your application packet; otherwise, your application will be considered incomplete and will not receive further consideration.

OPTIONAL DOCUMENTS

- Copies of licenses and certificates you possess as related to this position.
- Voluntary identification form (for statistical purposes only and will be kept confidentially in the Human Resources Department).

APPLICATION INFORMATION

- Submission of complete application documents to Human Resources by the deadline is the applicant's responsibility. Postmarks will not be accepted.
- Incomplete or late documents will not receive committee consideration.
- Application documents will not be sent to applicants or received by Human Resources via email or fax.
- All materials in your file become District property, will not be returned, and will be considered for this vacancy only.
- Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.
- If transcripts are required, include copies of ALL college transcripts with application packet to verify all degrees earned and college coursework taken. ***Please note: Certified copies will be required at time of hire.***
- *Copies of diplomas, grade reports, graduation petitions, transcript evaluation requests, or similar documents WILL NOT BE ACCEPTED IN LIEU OF TRANSCRIPTS.*
- Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
- Un-requested documents, such as cover letters, letters of recommendation, and any other documents that are not specifically asked for under *Required Documents*, will be removed from the application packet.
- **DO NOT STAPLE DOCUMENTS TOGETHER. USE A PAPERCLIP OR OTHER MEANS OF BINDING.**
- Include the job number on the application.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- West Valley-Mission Community College District will not sponsor any visa applications.

SELECTION PROCESS

- The committee will review, evaluate, and consider applications and supporting materials received by the deadline.
- Meeting the minimum qualifications does not assure the candidate an interview. It is, therefore, important that the application be thorough and detailed.
- Reference checks for the finalists will be conducted.
- The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
- The District will assist candidates with traveling expenses if invited to a second interview. For details contact the Human Resources Department.

INFORMATION AND APPLICATION MATERIALS MAY BE OBTAINED FROM:

HUMAN RESOURCES

West Valley–Mission Community College District
 14000 Fruitvale Avenue
 Saratoga, CA 95070–5698
<http://www.wvm.edu/hr>

Applicants, who due to a disability require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741–2415 to arrange for assistance.

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

07/10

Add your email address to our **new** job vacancy list serve to be notified when new Classified, Faculty and / or Management positions are posted.
http://www.wvmccd.cc.ca.us/hr/email_subscribe.php

NAME _____

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
SUPPLEMENTAL QUESTIONNAIRE

DIRECTOR, CHILD DEVELOPMENT CENTER

West Valley-Mission Community College District
West Valley College

The following questions seek basic information about your experience for this position. Be certain your answers are as complete and detailed as possible. Your answers will be evaluated based on content and presentation during the screening process. ***Please keep your answers to no longer than two pages.***

1. Describe your experiences working with economically and culturally diverse children and families.

2. State your personal philosophy regarding programs for children birth through age 5.

3. Discuss the various ways you are actively involved in the ECE community.

Please provide complete answers to the above questions. Merely referring to your resume or other documents will be judged as an inadequate response, and your application will not receive further consideration.

CLASSIFIED MANAGEMENT APPLICATION and Instruction Packet



PLEASE READ

Application Process:

- To be considered an applicant for a position at West Valley-Mission Community College District, all materials requested in the job announcement must be received no later than the filing deadline. (Postmarks and faxed documents are NOT accepted.) ***SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY. Incomplete and/or late applications will not receive committee consideration.***
- DO NOT SEND transcripts separately. Include copies with application packet. Certified copies are only required at time of hire.
- DO NOT SEND un-requested materials. Un-requested materials will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "see resume" written across them.
- If supplemental materials listed on the job announcement as required documents are sent under separate cover, please include your full name and the position title you are applying for on the documents and forward them to the Human Resources Department; this is recommended to avoid misfiling or loss. The District is not responsible for documents submitted under separate cover that do not include the information noted above.
- The District is required to maintain a file, which will yield the composition of applicant flow. A form is provided for this purpose entitled "Statistical Information Questionnaire." Completing this form is voluntary. The form will be detached from the application, used for statistical data collection only, and be kept confidential.
- All submitted materials become District property, will not be returned, and will be considered for this vacancy only. Please photocopy your materials prior to submission.
- Applicants applying for different positions are required to submit a separate application and other required material for each position. Photocopies of application documents are acceptable.

Selection Process:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive a postcard to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants. Supervisor(s) name(s) and telephone numbers must be included in the application.
- Any tentative verbal offer of employment is **contingent upon formal approval of the college Governing Board.**

Equal Opportunity Compliance: It is the policy of West Valley-Mission Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries regarding district policies may be addressed to the Director of Human Resources at 408-741-2060.

Conditions of Employment: In compliance with the Immigration Control and Reform Act of 1986, **all new employees are required to produce certain documents to verify their identity and right to work in the United States.** If you accept an offer of employment, you are required to have a current verification of a tuberculosis examination, be fingerprinted, swear to affirm allegiance to the United States and to the State of California, and abide by the District's Drug Free Workplace, Non-Smoking, and Sexual Harassment policies.

Future Employment: To obtain information about current vacancies, please access the web site at <http://www.wvmccd.cc.ca.us/wvmccd/hr/>.

Parking: Designated visitor parking is available in Lot 5 for 30 minutes. Applicants may park for a longer period of time in any of the designated fee parking lots, 3, 4, or 5 at a cost of \$2.00 (8 quarters).

14000 Fruitvale Avenue, Saratoga, CA 95070-5698 • (408) 741-2415



West Valley-Mission Community College District
 14000 Fruitvale Avenue
 Saratoga, CA 95070-5698

CLASSIFIED MANAGEMENT EMPLOYMENT APPLICATION

Position Applied For _____ Job # (refer to job announcement) _____

Name _____
 Last First Middle

Address _____
 Number/Street/Apt. Number City/State/Zip

Day Phone: () _____ Evening Phone: () _____

Cell Phone: () _____

E-mail Address: _____

Date Received

EDUCATION: (Professional Preparation Beyond High School)

Institution Name	Major	Minor	Degree	Award Date

Provide any experience and training you possess which demonstrates your sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Professional and Organizational Affiliations, Awards, and Honors:

WORK EXPERIENCE (Include Management and Non-Management): (LIST MOST RECENT EXPERIENCE FIRST)

Attach a separate sheet if necessary to provide pertinent employment experience. Fill out completely and do not list practice teaching, internships, or voluntary experience; **DO NOT SUBSTITUTE A RESUME**

Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr		Type of Experience	Status FT PT	Employer	Supervisor Name/Title
				Address	Telephone Number:
Position Title			Job Duties		Reason for Leaving

WORK EXPERIENCE, CONTINUED

Fill out completely; **DO NOT SUBSTITUTE A RESUME.**

Inclusive dates From To Mo/Yr Mo/Yr	Type of Experience	Status FT PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr	Type of Experience	Status FT PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr	Type of Experience	Status FT PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr	Type of Experience	Status FT PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving
Inclusive dates From To Mo/Yr Mo/Yr	Type of Experience	Status FT PT	Employer	Supervisor Name/Title
			Address	Telephone Number:
Position Title		Job Duties		Reason for Leaving

GENERAL QUESTIONS: [Complete in Entirety]

YES NO

1. Can you, after employment, submit verification of your legal right to work in the United States? Upon employment you will be required to present documentation of your eligibility to work in the United States and to attest to your work eligibility. To be eligible for work in the U.S., you must be able to prove, that you are a) lawfully admitted for permanent residence or b) authorized by the Immigration and Nationality Act or by the U.S. Attorney General to be employed.

The District will not sponsor any visa applications.

2. Are you willing to sign the loyalty oath supporting the Constitution of the U.S. and State of California?
If no please explain **on a separate piece of paper.**

3. Have you ever had a credential suspended or revoked?
If "yes," please explain **on a separate piece of paper.**

4. A. Have you ever been convicted of any criminal offense?
If "yes," complete Part A on the Personal Data Report Form: Please state for each conviction the specific charge for which you were convicted, the date and place of conviction, as well as the jail-prison sentence or fine you received. Please be aware that certain offenses need not be reported (See California Code of Regulations, Title 2, section 7287.4). Regardless of Title 2, California Code of Regulations, section 7287.4, you must report all sex and drug offenses specified in Education Code sections 87010 and 87011. A record of conviction will not necessarily constitute a bar from employment.

If "no," complete Part A on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

B. In addition, Labor Code section 432.7 allows an employer to ask: Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?
If "yes," complete Part B on the Personal Data Report Form, please specify the charge(s), the county in which the charge(s) is pending, and the date of trial, if set.

If "no," complete Part B on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

5. Have you ever been dismissed from employment for misconduct or unsatisfactory service?
If yes, please explain **on a separate piece of paper.**

6. Do you have relatives currently employed by the District? If yes, please list their name and campus location.

Name _____

College _____

Relationship _____

Department _____

REFERENCE RELEASE (Check one only):

Reference checking is an important component of the WVMCCD hiring process and is completed on finalist candidates prior to formal recommendation of employment. **Immediate and former supervisors as well as others are contacted during the reference check process.** Please indicate your preference:

I give my approval to contact my immediate and former supervisors and others during the reference check process. I authorize the disclosure of all information contained in my personnel files.

I give my approval to contact my immediate and former employers, supervisors and others during the reference check process; however, I wish to be notified first before making the contacts. I authorize the disclosure of all information contained in my personnel files.

For WVMCCD use only	
Contact Date: _____	By: _____

CERTIFICATION OF APPLICANT (READ BEFORE SIGNING)

I authorize any representative of West Valley – Mission Community College District to thoroughly investigate my background, including, but not limited to, my references, educational record work experience, and/or disciplinary information. I release the college, its agents and all other persons and entities from any and all liability for damage that may result to me on account of their compliance with this authorization. If employed, I understand that any untrue statements on this application may be grounds for dismissal.

Signature: _____

Date: _____

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONAL DATA REPORT FORM

West Valley-Mission Community College District – Human Resources Department

READ CAREFULLY AND FOLLOW THE INSTRUCTIONS

NAME (Last, First Middle)	Social Security Number
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Our responsibility to students and the public, and restrictions outlined in the State Education Code § 87405-87406 and § 88022-88023, require that we request the following information.

- A. Have you ever been convicted of any offense by any civilian or military court? A plea of nolo contendere is considered a conviction. **The following need not be reported (1) minor traffic violations for which the fine was \$100 or less; (2) any offense which was finally settled in a juvenile court or under a welfare youth offender law; (3) any incident that has been sealed under Welfare and Institutions Code § 781 or Penal Code § 1203.45; (4) any conviction specified in Health and Safety Code § 11361.5 (some marijuana offenses).**

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Date, City & State of conviction/arrest(s).	Specific charge or code section violated.	Disposition (results): how much fine; how long in jail or prison; how much probation	Remarks: state briefly any other particulars not already covered or information you wish to provide.

Please be advised that being convicted of a criminal offense does not necessarily disqualify you for employment eligibility. However, conviction of a sexual offense or controlled substance offense will automatically disqualify you as an employee. All employment selections shall be based upon job-related qualifications. Please contact the Human Resources Department at (408) 741-2155 should you have any questions or concerns.

- B. Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Specific charge or code section violated.	County in which charge is pending.	Trial Date (if set)

I hereby give my consent to search for a criminal history by member of the police department, and I understand that a conviction for a sexual offense or controlled substance offense will automatically disqualify me as an employee.

I have listed the requested information

 (Signature) _____
 (Date)

STATISTICAL INFORMATION QUESTIONNAIRE

The information requested on this form is **voluntary** and will assist in evaluating the recruitment program and in accurately compiling required statistical reports for federal, state, and local agencies. This form will be detached from the employment application and will not be used to discriminate against, or give preference to, any individual.

Please check the categories that apply to you.

Male Female Vietnam-era Veteran Disability* (specify): _____

* A person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such an impairment, or is regarded as having such an impairment is considered to have a disability.

How did you learn about this position?

Completing the following will enable us to determine which recruitment sources are more effective.

- | | | |
|--|---|--|
| <input type="checkbox"/> Chronicle of Higher Education | <input type="checkbox"/> Job/Career Fair | <input type="checkbox"/> CA CC Registry List |
| <input type="checkbox"/> Women in Higher Education | <input type="checkbox"/> College or University | <input type="checkbox"/> HERC |
| <input type="checkbox"/> Black Careers in Higher Education | <input type="checkbox"/> NCAA News | <input type="checkbox"/> HigherEdJobs.com |
| <input type="checkbox"/> Hispanic Outlook | <input type="checkbox"/> Clubs or Organizations | <input type="checkbox"/> BlackCollegianNow.com |
| <input type="checkbox"/> Asian Week | <input type="checkbox"/> IMDiversity.com | <input type="checkbox"/> CareerBuilder.com |
| <input type="checkbox"/> Artweek | <input type="checkbox"/> NurseWeek | <input type="checkbox"/> Craigslist.com |
| <input type="checkbox"/> San Jose Mercury News | <input type="checkbox"/> Sports Careers | |
| <input type="checkbox"/> Other Newspaper (specify): _____ | | |
| <input type="checkbox"/> Other (specify): _____ | | |

Ethnicity Instructions:

- Hispanic/Latino: All persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race. **(If you mark this box, please do not mark any of the categories below.)**

*** If you did not mark the category above, please mark all that apply below.***

- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
- Asian: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islander.
- | | | | |
|---------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean | <input type="checkbox"/> Laotian | <input type="checkbox"/> Malaysian |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Thailand | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Asian |
- Black or African American (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- | | | | |
|------------------------------------|-----------------------------------|---------------------------------|---|
| <input type="checkbox"/> Guamanian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Other Pacific Islander |
|------------------------------------|-----------------------------------|---------------------------------|---|
- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, the Middle East or North Africa.

Position applied for: _____