

Instructional Support II (Biology/Chemistry)  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=249764>

Downloaded On: Dec. 4, 2024 2:06pm

Posted Dec. 2, 2024, set to expire Mar. 27, 2025

<b>Job Title</b>	Instructional Support II (Biology/Chemistry)
<b>Department</b>	EOPS/CARE
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Dec. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5836127">https://apptrkr.com/5836127</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Instructional Support II (Biology/Chemistry)**

**Position Number:** T-016-2024

**Department:** EOPS/CARE

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Schedule does not exceed 19 hours/week. Working hours will be based on our hours of operation and be mutually agreed upon. Work will be performed on campus at the EOPS Tutoring office.

**Salary Range:**

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**Salary:**

**Shift Differential:**

**Open Date:** 07/01/2024

**Initial Screening Date:**

**Open Until Filled:** No

**Application Procedure:**

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PST) on the listed Close Date are assured consideration. Applicants must submit all of the following materials online:

1. Mt. San Antonio College online application.
2. A detailed resume that summarizes educational preparation and professional experience for the position.
3. College and/or university transcripts (unofficial).
4. One letter of recommendation that reflects relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

Persons employed for temporary employment are not eligible to participate in the College's Health and Welfare plan or option fringe benefit plan in conjunction with their employment. Human Resources will track the eligibility requirements under the Affordable Care Act (ACA). Should a person meet the eligibility requirements, Human Resources will initiate an open enrollment period to enroll an ACA designated medical plan.

**Basic Function/Overview:**

**Essential Duties/Major Responsibilities:**

1. Provide one-on-one tutoring to EOPS/CARE, CalWORKs and other Equity programs students.
2. Arrive on time at work, be present and engaged during work.
3. Must be flexible, reliable, and open to learning and growing.
4. Attend and participate in team meeting twice a semester.

**Minimum Qualifications/Education & Experience:**

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1. 3.2 GPA.2. A or B grade in classes to be tutored.3. Recommendation from instructor for each subject area.4. Excellent communication skills.

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio College's campus to perform all essential duties and responsibilities.**

Notice to all prospective employees - The person holding this position is considered a mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee' under Title IX of the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Inquiries/Contact:**

For more details about this position, please contact:

Name: Huu Bui

Title: Tutorial Services Specialist

E-mail: [hbui@mtsac.edu](mailto:hbui@mtsac.edu)

Phone: (909) 274-4690

**Selection Procedure:**

**Special Instructions to Applicants:**

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**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio College's Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/12826>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Mt. San Antonio College

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