

Integrated Learning Center (ILC) Coordinator - Associate Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260498>

Downloaded On: Aug. 5, 2025 1:54pm

Posted Aug. 1, 2025, set to expire May 22, 2026

Job Title	Integrated Learning Center (ILC) Coordinator - Associate
Department	Integrated Learning Center
Institution	Cabrillo College Aptos, California
Date Posted	Aug. 1, 2025
Application Deadline	05/22/2026
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services Student Services
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Job Description

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Integrated Learning Center (ILC) Coordinator - Associate

Cabrillo College

Salary: See Position Description

Job Type: Associate (Part-time)

Job Number:

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2025-02028

Closing: 5/22/2026 11:59 PM Pacific

Location: Watsonville, CA

Department: Watsonville

Employment Opportunity

Cabrillo College is accepting applications in order to fill temporary, part-time faculty assignment(s) and to establish an eligibility pool for positions that may become available in **Fall 25 and Spring 26 Semesters**.

This **part-time Learning Assistance Coordinator - Associate faculty position** organizes, coordinates, and **oversees the daily operations of the Integrated Learning Center (ILC) and assist with the Cabrillo College Watsonville Center**, which provides tutoring and other instructional support services to students; ensures a high level of customer service and support to faculty and students; monitors student worker staffing; provides lead-level work direction to center staff; and performs related duties as assigned. May involve evening and/or weekend work.

This associate position is open for application submission through the deadline date as noted above **O R until the position has been filled**. The location for this position is onsite at our Watsonville campus, and may include other locations as needed.

We need YOU! Cabrillo College is looking for Faculty to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,500+ students per term. For the 2024 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (3%), Black Non-Hispanic (1%), Filipino (<1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). At Cabrillo, 54.91% are economically disadvantaged. In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

About the College

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: Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is highly regarded for its success of transfer and career education, and currently serves over 11,400 students each semester. Cabrillo College transfers many of its students to three nearby universities - the University of California at Santa Cruz, San Jose State University, and California State University at Monterey Bay. Cabrillo's career education is closely connected to the nearby agricultural and farming industries as well as the Silicon Valley business environment.

Faculty at Cabrillo College actively participate in curriculum development, program planning, and serve on participatory governance committees. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its diverse student body and community.

About Associate Faculty Requirements: At the time of appointment for this position, Cabrillo College requires employees to maintain residence and permanently reside within the state of California. Candidates must understand when applying that at the time of appointment, they will need to have moved to the State of California (if applicable). Candidates must also understand that Associate Faculty assignments are considered short-term and temporary; employment for this short-term and temporary position may be terminated by the District as permitted by Education Code Section 87665 and the CCFT bargaining unit agreement.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class:

- Engage in participatory governance committees, processes, research, service, and initiatives such as Guided Pathways
- Maintain timely and accurate records of student enrollment, attendance, and academic progress
- Provide academic assistance and related services to students during scheduled office hours
- Cooperate with and participate as may be required in District investigations and/or student grievance matters of alleged unlawful harassment, discrimination, and retaliation
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff
- Complete required District trainings such as Title IX, Mandated Reporter, EEO/Diversity/Elimination of Bias, Workplace Safety, etc.
- Organize, coordinate, and oversee the day-to-day operations and support staff of an instructional learning center; assists in the development of operational plans and activities; make

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recommendations for changes in center procedures and practices to better serve students or improve efficiencies; schedule the use of center space for various activities

- Coordinate the center's schedule of tutoring activities, supplemental instruction sessions and academic workshops; screen and assess student needs and available center resources to meet them; investigate student concerns regarding center services, schedule appointments; make suggestions and referrals for services from other departments if needed.
- Develops and implements selection, training and assignment procedures for tutors and peer mentors; monitors the work of tutors and mentors and provides feedback on methods and techniques; coordinates supplemental instructional needs with instructors; investigates concerns expressed by students regarding tutor or mentor assistance and resolves or refers the matter to the faculty or dean if warranted.
- Provide input in selecting, training and providing day-to-day lead work guidance and coordination to other Classified staff, student workers, tutors and peer mentors; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitor workflow to ensure that mandated deadlines are being met in an optimal manner; provide information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Provide input to supervisor on employee work performance and behaviors; assist in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Act as liaison with other departments regarding information system issues and computer applications; provide recommendations to streamline operations and improve self-serve technology.
- Represent the District and/or center on a variety of internal and external committees; act as liaison with other colleges and academic institutions.
- Provide general support for the Watsonville Center needs, as assigned.

OTHER DUTIES

- Make classroom presentations to introduce instructional support services, supplemental instruction and workshops offered through the center; make presentations at orientation meetings and at outreach events.
- Maintain center web page information and social media.
- Provide evening/weekend assistance to Watsonville Center, including serving as the point person for facility related needs such as opening classrooms, interacting with onsite security guard, posting signs on doors if classes are cancelled, turning off equipment in classrooms when IT staff are gone for the day.

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- Perform related duties as assigned.

Minimum Qualifications

Required Education and Experience:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- A Master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory **OR**
- Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed (i.e. STEM, English, History, ECE, ESL, Women's Studies) **OR**
- Possess a lifetime California Community College Instructor credential in Learning Assistance or Tutoring **OR**
- [*Equivalent](#)

Required Professional Expertise:

- Currency and depth of knowledge in the applicable professional field
- Knowledge of and commitment to teaching strategies and practices that enhance student success at community colleges, including effective use of technology
- Effective oral and written communication skills.
- Demonstrated ability to teach the courses or perform the duties effectively as described above
- Demonstrated ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds; gender identities, sexual orientations; and students with disabilities
- Evidence of professional activities and service beyond the primary teaching assignment
- Development and review of curriculum as well as including assessment of learning
- Demonstrated ability to work cooperatively with others
- Demonstrated responsiveness to and understanding of the racial, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practices in the classroom
- Demonstrated ability to reflect critically on institutional and teaching practices that aim to increase

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cultural responsiveness

- Knowledge and understanding of the accountability and critical dimensions of equity
- Demonstrated ability addressing issues of equity in the classroom

Desired Qualifications/Performance Expectations:

- Successful teaching experience at the community college level
- Demonstrated ability to employ innovative teaching techniques and methodologies
- Experience teaching diverse student populations
- Successful online teaching experience
- Knowledge of culturally-responsive pedagogical teaching techniques and effective ways for engaging students who are historically under-represented and under-served.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Advanced principles, practices, methods and concepts used in the development and implementation of student tutoring and academic support programs and services.
- Trends, developments and application of educational and support strategies to remove barriers in higher education for Latinx and low-income students.
- Operations, programs and services offered through an instructional support center.
- Instructional and tutorial techniques and methods applicable to a diverse range of students including those with physical, emotional and learning disabilities.
- Tutorial methods appropriate for use in a multi-subject, group tutoring environment.
- Common issues and challenges facing a diverse population of community college students.
- Student recordkeeping practices and procedures for processing and reporting student data.
- Applicable sections of the California Education Code, Title V and other applicable laws.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student records.
- Applicable federal, state and local laws, rules and regulations including OSHA rules and regulations.
- Proper English usage including grammar, spelling and punctuation.
- Safety policies and work practices applicable to the work being performed including fire protection.
- Basic principles and practices of employee work guidance and direction.

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- Applicable Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Organize and oversee the day-to-day operations, activities and services of an instructional learning center.
- Assign and inspect the work of lower-level staff, student workers, tutors and peer mentors.
- Screen and assess student needs and determine appropriate action to be taken
- Foster an inclusive learning environment
- Assess work problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

Desired:

- Bilingual skill in Spanish and English

*Equivalency Application Form and Process

Why would I complete the Equivalency Form when I'm already completing an application and have a relevant degree? To determine whether your current education, or exact discipline, and/or experience is "equivalent," you must submit an Equivalency Form to initiate a review by the Equivalency Committee at Cabrillo College and so that your application can move forward and be considered by the search committee.

Please note the Equivalency Committee will consider only those applicants who formally request equivalency consideration

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by submitting the Completed Equivalency Form with their application by the closing date stated in the job announcement. Be sure to attach detailed evidence such as unofficial transcripts and/or other certifications that support the equivalency.

Still working to complete your degree? Applicants that are currently working on the required degree(s) for the position are encouraged to apply with the understanding that they must complete the Equivalency Form and attach supporting documentation with their application.

For additional information please review our [Applicant FAQ's](#).

Additional Information

Starting Salary: \$1,599 - \$2,454 per teaching unit, per semester; salary placement determined by documented education and experience; maximum initial salary step placement on the [Associate faculty salary schedule](#) is step 9. An annual doctoral stipend of **\$107** per unit is granted to eligible associate faculty. Assignments may be at various campus locations; days, evenings, and/or weekends; hours to be arranged, but standard hours are onsite at our Watsonville Campus, Monday through Thursday 4:00pm to 8:00pm, and Saturdays 10:00am to 4:00pm.

COMPENSATION AND BENEFITS:

Faculty employees are required to join the California State Teachers' Retirement System (CalSTRS) and as such contribute to CalSTRS on a pre-tax basis. Position scheduled to begin at the start of the semester needed, or as needed, pending Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalSTRS Retirement and an Employee Assistance Program. CalSTRS benefit is based on a formula set by law using your age, service credit, and final compensation; check out the CalSTRS website [link](#) or our Cabrillo College benefits [link](#) on the HR webpage for more information.

APPLICATION PROCESS

1. Complete the application with a minimum of three (3) professional references and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met

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2. Attach resume or CV detailing teaching and work experience
3. Attach **one** of the following:
 - Unofficial transcripts from all colleges attended **displaying any degrees conferred** (copies, scans, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency and any costs are at the applicant's expense -[click here](#) for more information **OR**
 - Copy of a Lifetime California Community College Instructor credential in Learning Assistance or Tutoring **OR**
 - Completed and signed Equivalency Form -[click here](#) (optional) Submit this form with supporting materials if you do not possess the minimum qualifications as listed in the job announcement and feel you have the equivalent education and/or experience.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; additional documents will not be reviewed by the committee. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. Cabrillo is unable to sponsor work visas. Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

This associate position is open through the deadline date as noted above OR until the position has been filled. A search committee will review application materials and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview.

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo College is an [E-Verify](#) employer.

EEO Statement

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Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5008215/integrated-learning-center-ilc-coordinator-associate>

jeid-7473a3373999a94e83d600bd8ecae959

Contact Information

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

Contact

Integrated Learning Center
Cabrillo College

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