



COLLEGE OF MARIN
invites applications for the position of:

Nursing Instructor (Medical-Surgical & Pediatrics) - Full-time, Tenure-track

SALARY: \$59,064.00 - \$98,227.00 Annually

OPENING DATE: 01/12/18

CLOSING DATE: 02/09/18 11:59 PM

DESCRIPTION:

OPEN UNTIL FILLED

Anticipated Hire: Fall Semester (August) 2018

Priority Screening Date: February 9, 2018

All application materials must be received by the Priority Screening Date in order to be considered during the initial screening. Applications received after this date may be considered thereafter at the discretion of the college until the position is filled.

To Apply: <http://jobs.marin.edu>

Under the general supervision and direction of the academic Dean, primary responsibility is instruction in the areas of Medical-Surgical AND Pediatric nursing. This full-time position requires an assignment of 15 instructional units each semester in addition to additional requirements as identified by the college and the California Board of Registered Nursing.

College of Marin is looking for full-time faculty who:

1. advocate for students and have a student-centered approach to education;
2. have the ability to inspire intellectual curiosity and academic excellence in their students;
3. have a commitment to equity and social justice;
4. have experience/commitment to educating basic skills, ESL, and generation 1.5 students;
5. are willing to learn/use best practices and innovative pedagogies such as learning communities, and contextualized or collaborative learning;
6. are committed to maximizing effective uses of technology in their teaching both in class or through distance education;
7. are willing to work collaboratively;
8. have experience with student learning outcomes assessment.

DIVERSITY STATEMENT

College of Marin strives to embrace diversity in all forms; it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to, and respect for, a diverse population.

Applicants Who Hold Degrees Obtained Outside the U.S.: Please see the *Foreign Degree Holder* section below to ensure that you are attaching a foreign credential evaluation.

ESSENTIAL FUNCTIONS:

Duties include, but are not limited to the following:

- Provide classroom, skills laboratory, and clinical instruction in Medical-Surgical and Pediatric

Nursing in a 2-year Associate Degree Nursing Program. Assignments may include instruction during the day, evening and weekends.

- Prepare and evaluate all class/lab assignments and examinations;
- Advise, assist and evaluate student performance and learning outcomes;
- Participate in program activities including curriculum development, evaluation and decision-making, program planning, new teaching and learning methods, and resource development;
- Demonstrate ability to utilize technology for classroom and clinical instruction
- Participate in development of program policies & procedures;
- Attend faculty & curriculum meetings;
- Maintain knowledge and clinical competence in assigned instructional areas by participating in professional development activities
- Arrange clinical rotations in the hospital & clinical sites;
- Participate in college professional or shared governance committees and in departmental activities such as maintaining course outlines, program review, student learning outcomes assessments, other curricular development, etc.;
- Maintain and post office hours;
- Maintain and submit accurate student records in a timely manner as required;
- Maintain appropriate standards of professional conduct and ethics.

REQUIREMENTS & DESIRABLES:

EDUCATIONAL REQUIREMENT

- 1.) A Master's degree in Nursing; *or*
- 2.) A Bachelor's degree in Nursing and a Master's degree in Health Education; *or*
- 3.) A Bachelor's degree in Nursing and a Master's or higher degree which includes course work in Nursing, Education, or Administration; *or*
- 4.) The equivalent.

PROFESSIONAL BACKGROUND REQUIREMENTS

- 1.) One year of full-time continuous experience in the last five (5) years as a Registered Nurse providing direct patient care as a registered nurse in Medical-Surgical and Pediatric nursing *or* one academic year of full-time or equivalent clinical teaching experience as an RN in Medical-Surgical and Pediatric nursing; *and*
- 2.) Demonstration of clinical competence in the area of Medical-Surgical and Pediatric nursing; *and*
- 3.) Completion of at least one academic year's experience teaching courses in a pre- or post-licensure registered nursing program *or* completion of a post-baccalaureate educational course that includes practice in teaching registered nursing given by an accredited college or nursing school which includes teaching strategies, course outline and lesson plan development, evaluation, and practice teaching; *and*
- 4.) A valid California RN license; *and*
- 5.) Appointment is subject to BRN approval; *and*
- 6.) Applicants must possess a demonstrated sensitivity to and an understanding of diverse academic, socioeconomic, cultural, disability, ethnic backgrounds, and learning styles of community college students and staff.

KNOWLEDGE, SKILLS AND ABILITIES (Desirable Attributes and Skills)

Beyond the Minimum Qualifications, the following teaching competencies are desirable:

- competencies related to facilitating relationships with staff & nursing managers in clinical settings;
- competencies related to relationships with students and colleagues – ability to advise & develop collaborative relationships with a diverse student population, and skill in working as a team member on a teaching team that is learner centered
- competencies related to service/governance-understanding institutional structure, policies & procedures;
- competencies in curriculum and course development, teaching and learning theory, information resources, and assessing student learning outcomes; and, assisting student to develop critical thinking skills;
- familiarity with and willingness and ability to use multiple teaching methods, including the use of computer technologies and computer based learning;
- ability and enthusiasm to use teaching methods to engage students and encourage them to be

- motivated self-learners;
- knowledge, training and experience with online pedagogy and technology;
 - knowledge of and skill in commitment to the teaching profession, its goals and ideals, and enthusiasm for the mission of the College of Marin;
 - understanding of contemporary equity and diversity concepts and issues in a community college setting;
 - experience in developing equity focused practices and educational programming/curriculum with and for diverse student populations;
 - evidence of commitment to professional growth and service which may include, but is not limited to, membership in professional organizations, presenting workshops, attending conferences or training, development of curriculum and instructional materials, membership in school/college committees or production of classroom based research;
 - ability to communicate and collaborate effectively and professionally with the campus community.

CONDITIONS OF EMPLOYMENT

Prior to employment, the selected candidate will be required to complete the following:

1. In accordance with Federal Law all employees must provide proof of eligibility to work in the United States.
2. Criminal Justice/Fingerprint Clearance.
3. Pre-employment drug screening and background check.
4. California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.
5. Certificated candidates who have not previously been employed in an academic position in California will be required to provide a medical certificate from a licensed physician showing that the candidate is free from any communicable disease unfitting the candidate to instruct or associate with students. The medical exam shall have been conducted not more than six months before submission of the certificate and shall be at the expense of the candidate. (Ed. Code Section 87408.6)
6. **DISASTER SERVICE WORKERS:** All Marin Community College District (MCCD) employees are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). Employment with the MCCD requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency. For more information, please see the [MCCD Emergency Operations Plan](#).
7. Candidates applying for positions with the Marin Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

REQUIRED APPLICATION DOCUMENTS

The following documents must be attached to your application in order to render it complete. Use the Attachment Type indicated in parentheses when making your attachments.

1. Cover Letter (*cover letter*)
2. Resume (*resume*)
3. Complete copy of college transcript conferring Bachelor's degree (*bachelor's transcript*)
4. Complete copy of college transcript conferring Master's degree (*master's transcript*)

(If you hold additional degrees beyond the Bachelor's and Master's level, please attach a copy of your transcript conferring these degrees as well. Unofficial transcripts are acceptable for application purposes, as long as they confer the degree and show the coursework taken and grades achieved. An official transcript would be required upon hire.)

FOREIGN DEGREE HOLDERS: *All foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major, and the Foreign Credential Evaluation must be attached to your application before your application will be considered. Not attaching your Foreign Credential Evaluation will render your application incomplete. Evaluations should include a course-by-*

course evaluation and provide the name of the institution attended, a description of your credentials, the major field of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#). Note: Even if you obtained your graduate degree(s) in the U.S., you must attach a Foreign Credential Evaluation for your undergraduate degree if it was obtained outside the U.S.

SUPPLEMENTAL & SALARY INFORMATION:

BARGAINING UNIT & RETIREMENT PLAN

UPM – Full-time faculty:

Employees in this position classification are represented by the United Professors of Marin (UPM/AFT 1610). Faculty members are required to comply fully with the United Professors of Marin Collective Bargaining Agreement, including payment of union dues or charitable contributions. General information regarding rights and responsibilities under the Agreement can be found in the Collective Bargaining Agreements section of our [Human Resources](#) site. Full-time UPM employees are also members of the California State Teachers' Retirement System (CalSTRS).

SALARY INFORMATION

FLSA Status: Exempt

Please refer to our [Human Resources](#) web site for salary schedules. Step 14 is the highest entering step for permanent teachers new to the District.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://jobs.marin.edu>

835 College Avenue
Kentfield, CA 94904
415-485-9340

hrjobs@marin.edu

Position #2012-00397
NURSING INSTRUCTOR (MEDICAL-SURGICAL & PEDIATRICS) -
FULL-TIME, TENURE-TRACK
KG



COLLEGE OF MARIN
invites applications for the position of:

Staff Accountant

SALARY: See Position Description

OPENING DATE: 06/14/18

CLOSING DATE: Continuous

DESCRIPTION:

OPEN UNTIL FILLED

PRIORITY SCREENING DATE: July 5, 2018

All application materials must be received by the Priority Screening Date in order to be considered during the initial screening. Applications received after this date may be considered thereafter at the discretion of the college until the position is filled.

This is a temporary position for the duration of the Measure B Bond Modernization Program authorized by the voters in 2016.

The Staff Accountant provides a variety of fiscal services relating to various College of Marin and Associated Students' funds, student account balances, and cash management, ensuring that fiscal practices are followed, disbursement of funds is within proper and legal guidelines, detailed records of all activities and transactions are maintained, and cash balances are properly reconciled. The position also serves as a lead, providing direction and assisting other staff with resolving work-related issues, under the direction of the Director of Capital Projects.

DIVERSITY STATEMENT

College of Marin strives to embrace diversity in all forms: it strives to be an Inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

COLLEGE OF MARIN

Established in 1926, College of Marin (COM) is one of 114 public community colleges in California accredited by the Western Association of Schools and Colleges. COM has two campuses in beautiful Marin County. The Kentfield Campus is located just north of the Golden Gate Bridge in Kentfield and the Indian Valley Campus is located minutes away on a spectacular 333 acre site in Novato.

College of Marin's commitment to educational excellence is rooted in providing equitable opportunities and fostering success for all members of our diverse community by offering:

- *preparation for transfer to four-year colleges and universities*
- *associate degrees and certificates*
- *career technical education*
- *basic skills improvement*
- *English as a second language*
- *lifelong learning*
- *community and cultural enrichment*

College of Marin responds to community needs by offering student-centered programs and services in a supportive, innovative learning environment that promotes social and environmental responsibility.

COM serves a county population of approximately 250,000 residents. Based on fall 2017 credit enrollment data, the diversity of students at the college includes greater representation than the county with regards to enrollment by Hispanic/Latino (28% of enrollment), Asian (8%), Black/African American (4%), and Multi-racial (6%) students.

To Apply: <http://jobs.marin.edu>

ESSENTIAL FUNCTIONS:

- Responds to inquiries from students, staff, vendors, etc. for the purpose of providing information and/or direction on procedures and conveying information necessary to complete transactions.
- Maintains a variety of fiscal information, - financial reporting, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, student accounts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Prepares and/or reviews deposits for district and ASB funds (e.g. Long-term Tenants, campus bookstore, Community Ed, student enrollment fees, cash, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- Prepares written materials (e.g., loan reports, tax reports, nonprofit reports, financial statements, cyclical and special reports, rosters, memos, letters, COTOP forms, 1099's, 990's, 1098-T's, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares financial statements for the purpose of documenting activities and meeting the District's fiscal budgeting and reporting requirements.
- Processes a variety of fiscal information (e.g., accounts receivable, healthcare benefits billing, deposits, refunds, purchase orders/requisitions, correspondence, etc.) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Reconciles cash and/or account balances (e.g., student account balances, ASB accounts, bank accounts, financial aid disbursements, healthcare reconciliation benefits, etc.) for the purpose of maintaining accurate balances and complying with accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
- Supports the financial reporting and accounting function for the Associated Student bodies and various district funds for the purpose of ensuring compliance with established accounting and/or reporting requirements.
- Participates in the development and maintenance of policy and procedural changes, including documenting work processes for assigned tasks.
- Remains current with changes in legal and procedural requirements for financial, budgeting, tax and accounting operations.
- Acts as "lead" for other staff in Fiscal Services.

REQUIREMENTS & DESIRABLES:

REQUIREMENTS

1. An Associate's and/or Vocational School degree with study in job related area; **or**
2. Experience in lieu of education (on a year-for-year basis); **and**
3. Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, abilities and learning styles of community college students and staff.

DESIRABLE QUALIFICATIONS

A Bachelor's degree in Business Administration with a concentration in Accounting.

KNOWLEDGE, SKILLS & ABILITIES: (Desirable Attributes & Skills)

KNOWLEDGE is required to: perform business math including calculation of fractions, percents and/or ratios; interpret written procedures; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles.

SKILLS are required to: perform multiple technical tasks with a need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: utilizing pertinent software applications; preparing and maintaining accurate records; and performing basic to complex bookkeeping/accounting procedures, including account and bank reconciliations. Use of new or additional equipment/software brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.

ABILITY is required to: schedule activities; often gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; data analysis and evaluation is significant; and with computer equipment it is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; and working with constant interruptions. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

CONDITIONS OF EMPLOYMENT

Prior to employment, the selected candidate will be required to complete the following:

1. In accordance with Federal Law all employees must provide proof of eligibility to work in the United States.
2. Criminal Justice/Fingerprint and Child Abuse Index Services clearances.
3. California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.
4. **DISASTER SERVICE WORKERS:** All Marin Community College District (MCCD) employees are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). Employment with the MCCD requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency. For more information, please see the [MCCD Emergency Operations Plan](#).
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The following documents must be attached to your application in order to render it complete. Use the Attachment Type indicated in parentheses when making your attachments.

1. Cover Letter (*cover letter*)
2. Resume (*resume*)
3. Transcript conferring Associate's or Vocational School degree or showing whatever coursework you have completed and are using as the basis for your application as described in Requirements above. (*transcript*)

NOTE: *Unofficial transcripts are acceptable for application purposes, as long as they confer the degree; official transcripts would be required upon hire.*

SUPPLEMENTAL & SALARY INFORMATION:

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, and handling. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

CLASSIFICATION CATEGORY & RETIREMENT PLAN

Employees in this classification are represented by the **California School Employees' Association (CSEA)** Chapter 196 and are required to comply fully with the CSEA/Marin Community College District (MCCD) Collective Bargaining Agreement, including payment of union dues or charitable contributions. General information regarding rights and responsibilities under the Agreement can be found in the Collective Bargaining Agreements section of our Human Resources site. CSEA employees are also members of the California Public Employees Retirement System (CalPERS), to which the member contributes 6.5% of his/her reportable compensation on a monthly basis.

WORK SCHEDULE

Campus: Indian Valley Campus (Novato)

Full-time Equivalent: 1.0 (full-time)

Months per Year: 12

Work Days/Hours:

Monday - Friday, 8am - 4pm (half-hour lunch)

7.5 Hours per Day

37.5 Hours per Week

SALARY INFORMATION

FLSA Status: Non-exempt

Salary Grade: CSEA 125

Starting Salary Range: \$5,469.75 - \$6,647.88 per month (Step A to C). Normal entering step is Step A.

Please refer to our [Human Resources](#) web site for salary schedules.

SELECTION PROCESS

Applications must include the documents listed in the Required Documents section to be rendered complete; incomplete applications will not be accepted. Screening will begin after the priority screening date. Applicants selected to interview will be contacted to schedule an interview appointment with the screening committee; however, applicants will be notified of their status, either way, following the screening. Candidates forwarded by the committee following the first interview may be invited for a second interview. Regrettably, College of Marin is not able to offer reimbursement for travel to interviews at this time.

To Apply: <http://jobs.marin.edu>

APPLICATIONS MAY BE FILED ONLINE AT:

<http://jobs.marin.edu>

835 College Avenue
Kentfield, CA 94904
415-485-9340

hrjobs@marin.edu

Position #2012-00428

STAFF ACCOUNTANT

KG