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| --- | --- |
| Required Field | Entry |
| Special Instructions to Applicants |  |
| Position Title |  |
| Division |  |
| Position ID |  |
| Job Open Date |  |
| Job Close Date |  |
| Employment Begins |  |
| # of Months (of employment) |  |
| Recruitment Type | Faculty |
| Location | College Location (BRT, Pittsburg) |
| # of Openings |  |
| Hourly Range (get information from P drive, Forms, PT salary schedule document ) |  |
| Position Status | Temporary |
| EEO Job Category | Faculty and Other Instructional Staff |
| Employee Group | Part-Time Faculty |
| Hiring Manager | Automatically populated. |
| Hiring Manager’s Email Address | Automatically populated. |
| GL Number (provide your Dept supplies GL) |  |
| Categorically Funded | Yes/No |
| New Position | No Response/Yes/No |
| Replacement For | N/A |
| Previous Employee Title | N/A |
| Date Left Position | N/A |
| Reason Left |  |
| If other, please specify |  |
| Budget Justification | Instructor to fill scheduled classes |
| Description of Position | Adjunct instructor to teach DEPT courses at LOCATION. |
| Duties and Responsibilities (automatically populated) | Text is provided – standard for all announcements. |
| Minimum Qualifications (Get information from this link: http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2017-Minimum-Qualifications-Handbook-r1-ADA.pdf) |  |
| License/Certificates/Credentials |  |
| Desirable Qualifications |  |
| Proposed Supplemental Questions | Optional. If none, enter N/A |
| Inquiries | Name and contact info of DEPT CHAIR |
| Required Documents | Resume, Cover Letter, Transcripts, etc. |
| How to Apply | Text is provided – standard for all announcements. |
| Selection proves | Text is provided – standard for all announcements. |