

## **Full-Time Faculty/Tenure Track Instructor History, Ethnic Studies**

### **Santa Monica College**

**Salary:** \$74,861.00 - \$155,981.00 Annually

**Job Type:** Full Time Faculty

**Job Number:** 00289

**Location:** CA 90405, CA

**Closing:** 2/23/2024 11:59 PM Pacific

### **Job Duties**

#### **COMMITMENT TO EQUITY AND DIVERSITY**

With the goal of ensuring the equal educational opportunity of all students, Santa Monica College embraces diversity among students, faculty, staff, and the communities we serve as an integral part of our history, a recognition of the complexity of our present state, and a call to action for a better future. Embracing diversity means that we must intentionally practice equity and respect toward one another, and understand that discrimination and prejudices create and sustain privileges for some while creating and sustaining barriers for others. In order to embrace diversity, we also acknowledge that institutional discrimination and implicit bias exist, and that our goal is to eradicate those vestiges from our system. Our commitment to diversity requires that we strive to eliminate those barriers to equity, and that we act deliberately to create a safe and positive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community. To advance the goals of diversity, equity, inclusion, and social justice for the success of students and employees, we must honor that each individual is unique and that our individual differences contribute to the ability of the college to prepare students on their educational journeys. This requires that we develop and implement policies and procedures, encourage individual and systemic change, continually reflect on our efforts, and hold ourselves accountable for the results of our efforts in accomplishing our goals. We are invested as a community in cultivating and maintaining a climate where equity and mutual respect are both intrinsic and explicit by valuing individuals and groups from all backgrounds, demographics, and experiences. Individual and group differences can include, but are not limited to the following dimensions: race, ethnicity, national origin or ancestry, citizenship, immigration status, sex, gender, sexual orientation, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, religion, creed, military or veteran status, socioeconomic status, and any other basis protected by federal, state or local law or ordinance or regulation. We acknowledge that the concept of inclusion and diversity is ever-evolving, thus we create space to allow our understanding to grow through the periodic review of this statement. In service of these goals, Santa Monica

College is committed to fostering an employment environment that offers equal employment opportunity for all and an educational environment that ensures the equal educational opportunity of all students.

### **Primary Duties and Responsibilities**

- The primary teaching assignment is Introduction to Ethnic Studies plus additional assignments?such as Introduction to Native American/American Indian and Indigenous Studies; Introduction to Asian American Studies; Introduction to African American Studies; or Introduction to LatinX/ChicanX Studies; and forthcoming Ethnic Studies courses.
- Collaborate with racial equity initiatives and organizations on campus.
- Confer with students through office hours.
- Participate in curriculum development and assessment, academic and career advisement, professional development, and college, departmental, and faculty organization activities.?
- Manage project budgets, monitor expenditures, investigate travel-related items, and procure equipment and supplies as needed.
- Prepare and deliver oral and written reports, recommendations and presentations to committees, administration, the Board of Trustees, and external constituencies as needed.
- Ensure the completion and timely submittal of all required documents, surveys, and data reports for assigned projects.
- Engage in participatory governance processes and activities and serve on college committees as assigned.
- Assume leadership for other related project activities and perform other duties as assigned.
- Perform related duties as assigned.

### **Skills, Knowledge, and Abilities**

- Knowledge of and experience integrating instructional technology in the classroom and the ability to use such technology to offer curriculum and student learning through diverse delivery modes, as appropriate.
- Commitment to SMC's mission of educating ethical, informed, and engaged global citizens.
- Ability to work effectively and provide leadership as a member of a team to realize the program goals and objectives.
- Excellent interpersonal skills in dealing with all college constituencies and members of the public.
- Strong computer skills and knowledge of academic technology solutions. The ability to work with technical staff in developing or identifying technology solutions.
- Excellent written and verbal communication skills.
- Willingness to adopt a "hands-on" approach to completion of projects and tasks, to work in a dynamic environment that requires flexibility, and to balance multiple responsibilities.

- Strong analytical and critical thinking skills so as to be able to collect and analyze the appropriate data and information to ensure that projects are regularly assessed and improved.
- Solid organizational skills including attention to detail and multi-tasking skills.
- Skill in resolving complex problems.
- Knowledge of contract management and project management principles.
- Ability to work cooperatively and collegially with others.
- Ability to think analytically, creatively, strategically, and to have a big picture perspective.
- Ability to successfully manage relationships and projects.
- Execute effective presentations.

### **Minimum Qualifications**

Applicant must meet the minimum qualifications of a Ethnic Studies faculty discipline at the college. To review the minimum qualifications for faculty disciplines, refer to Minimum Qualifications for Faculty and Administrators in California Community Colleges, which can be found on the California Chancellor's Office website at [https://www.cccco.edu/-/media/CCCCO-Website/docs/minimum-qualifications/CCCCOReport-Minimum-Qualifications-2023\\_.pdf?la=en&hash=D3075F5E24FF5D3DB759E61009DC66F0F5060FF6](https://www.cccco.edu/-/media/CCCCO-Website/docs/minimum-qualifications/CCCCOReport-Minimum-Qualifications-2023_.pdf?la=en&hash=D3075F5E24FF5D3DB759E61009DC66F0F5060FF6)

- Possess a Master's degree from an accredited institution in African American Studies, Black Studies, Africana Studies, Latino Studies, La Raza Studies, Chicana/o Studies, Asian American Studies, Native American Studies, or American Indian Studies
- OR Master's in Ethnic Studies
- OR the equivalent
- Must have evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students for whom English is not their first language, first generation college students, and students with physical and/or learning disabilities as these factors relate to differences in learning styles.

**\*The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.**

### **Preferred Qualifications**

- A high level of professional and pedagogical expertise in Ethnic Studies with specialization in Native American/American Indian and Indigenous Studies OR Asian American Studies, from an accredited college or university.
- Demonstrated experience with designing and implementing equity-centered classroom policies and practices that support BIPOC student success.
- Interest in the development of an Ethnic Studies Program/Department, curriculum design, collaboration with racial equity programs and initiatives, service on college committees, engagement in professional development, contribution to department responsibilities such as program review.?
- Experience in community engagement inside and outside the classroom and active participation in professional activities.
- Relevant research and scholarship experience into the community college classroom. ?
- A record of student advocacy working with and advising students outside the classroom.?
- Demonstrate an equity-minded understanding of the needs and challenges of low-income, traditionally underrepresented minority students, and/or first-generation college students.
- Prior experience as a project manager or similar.
- Experience within a community college environment is preferred.
- Demonstrate excellent analytical, organization, and presentation skills.
- Demonstrate excellent communication skills, both verbal and written.

### **Additional Information**

### **Full-Time Faculty Application Requirements**

A standard application consists of the following:

- Online District Application
- Cover Letter
- Resume
- Transcript
- Two (2) Confidential Letters of Recommendation

Additional, job-specific items may be required. Please refer to the job posting for specific details.

**PLEASE NOTE: THE E-MAILS TO YOUR REFERENCE WRITERS REQUESTING CONFIDENTIAL LETTERS OF RECOMMENDATION ARE NOT GENERATED UNTIL THE APPLICATION IS COMPLETE. YOU MUST FINISH YOUR APPLICATION AND CLICK SUBMIT FOR THE E-MAILS TO GO OUT. PLEASE KEEP THIS IN MIND AND ALLOW ENOUGH TIME FOR YOUR REFERENCE WRITERS TO RECEIVE THE REQUEST AND SUBMIT THE LETTERS PRIOR TO THE RECRUITMENT DEADLINE. ALSO, THE LINKS IN THE E-MAILS TO YOUR REFERENCE WRITERS WILL NOT WORK IF THEY ARE TRYING TO SEND THE LETTERS OF RECOMMENDATION FROM OUTSIDE OF THE UNITED STATES. IF THIS IS THE**

**CASE, PLEASE HAVE YOUR REFERENCE WRITER SUBMIT THEIR LETTER DIRECTLY TO THE SANTA MONICA COLLEGE HUMAN RESOURCES DEPARTMENT AT [humanresources@smc.edu](mailto:humanresources@smc.edu).**

It is the applicant's responsibility to ensure that all application materials, including the letters of recommendation, are received prior to the recruitment deadline.

### **Pay Philosophy**

Starting salaries for Full-Time Faculty are based on a combination of experience (step) and educational (group) achievement. Initial placement is within the starting salary range and a minimum of step 5 within the applicable group. Further advancements are based on longevity and educational growth.

[https://drive.google.com/file/d/1k13N\\_pfqtnRlvd6QMC64STWbB9x9a4NZ/view](https://drive.google.com/file/d/1k13N_pfqtnRlvd6QMC64STWbB9x9a4NZ/view)

**This advertised salary range is based on the contracted regular semesters (Fall and Spring). Intersessions (Winter and/or Summer), additional teaching load, and/or substitute teaching may result in increased earning potential.**

### **Diversity Statement**

Recent experience working with African American, Latinx, Native American, and other racially minoritized students in the classroom; and a willingness to use culturally responsive instructional practices.

Demonstrated sensitivity to issues of diversity, and ability to motivate and teach community college students of diverse ethnic and racial backgrounds, sexual orientations, genders, cultures, and learning styles, as well as students with disabilities or varied levels of academic preparation.

Please review our Diversity Report: <https://www.smc.edu/administration/human-resources/diversity-equity-inclusivity/diversity-reports.php>

### **Equity Statement**

Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity and inclusion. Equity, diversity and inclusion are built into the culture at SMC and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it is a reflection of our student population and we strive to hire candidates that share this commitment.

### **Equal Employment Opportunity Disclosure**

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3420 (Equal Employment Opportunity) may be accessed at:

policy-manual/board-policies/chapter-3-general-institution/BP-3420-EEO.pdf  
<https://get.adobe.com/reader/>

### **Equivalency Statement**

The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications. For further details regarding equivalency criteria, please download the Equivalency Application Statement Form available at: <https://www.smc.edu/administration/human-resources/employment/documents/equivalency-statement-for-application.pdf>  
<https://get.adobe.com/reader/>

### **Conditions of Employment**

Appointment is subject to verification of official transcripts, current or previous employment, tuberculosis and fingerprint clearance. Selected candidate must provide identification and work authorization.

For more information about Santa Monica Community College:

<https://www.smc.edu>

<https://www.smc.edu/administration/human-resources/index.php>

<https://www.smc.edu/administration/human-resources/diversity-equity-inclusivity/index.php>

**To apply, please visit <https://apptrkr.com/4945704>**

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