

CITY COLLEGE



SAN FRANCISCO

# EMPLOYMENT OPPORTUNITY

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**POSITION:** **INSTRUCTOR – ASTRONOMY (PLANETARY SCIENCE AND ASTROBIOLOGY)**  
(CREDIT PROGRAM)

**EMPLOYMENT STATUS:** TEMPORARY, PART-TIME POOL  
EC §87482

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States.

JOB ANNOUNCEMENT: #C-08006

**APPLICATION DEADLINE:**

City College of San Francisco will accept applications with all required supporting documentation at any time until December 1, 2008. Screening and interviews can be conducted at any point in time as the department desires; a part-time hiring pool or pools will be developed and be in effect for a one-year period from which temporary appointments will be made on an as-needed basis.

**BACKGROUND INFORMATION:**

The City College of San Francisco Astronomy Department has three full-time faculty members and four adjunct faculty members. Faculty members have access to a high-speed computer network with the latest desktop computers in the office. We have a Spitz A3P Star Projector in our Planetarium. The Observatory at the Ocean Avenue campus has a 14-inch Celestron C-14 telescope, three Celestron C-8 telescopes, three Meade LX-90 telescopes, and several smaller telescopes, as well as a CCD camera and CCD spectrometer. In addition to the optical telescopes, the Department is currently building a radio telescope on-site for future laboratory curriculum development. Testing of the radio telescope will commence during the summer of 2009. The Department is developing its own multi-purpose classroom. Currently, we have access to the College computer laboratory-classrooms and multimedia classrooms for instruction. The successful candidate will be expected to use some or all of these resources, as appropriate to the assigned classes.

The College is developing a campus-wide plan for multimedia and network technologies across the curriculum. The Department has made some efforts in this area, but we are much in need of a program to integrate image processing, networking, and multimedia. Our goal is to enhance the learning opportunities and resources available to students. Moreover, the Department anticipates developing online astronomy courses. The successful candidate will be expected to participate in the development of astronomy distance-learning courses and departmental curriculum reform efforts.

The Department has provided a wide variety of public programs in past years, several of which were funded by federal grants and corporate gifts. More recently, the Department has been developing a plan to support K-12 education in astronomy with local schools. The successful candidate will be expected to participate in reviving public programs and developing the necessary support.

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**HUMAN RESOURCES**

33 Gough Street • San Francisco, California 94103 • (415) 241-2246 • FAX: (415) 241-2335

**EXAMPLES OF DUTIES:**

1. Teach one or more of the following college-level courses in the Astronomy Department (**See Application Procedure #1**):
  - A. Planetary Science:
    - a. ASTR 17: Solar System
  - B. Astrobiology
    - a. ASTR 4: Life in the Universe
2. Teach day, evening, and/or Saturday classes, or classes at other sites, as required;
3. Hold office hours and be available to assist and advise students at times convenient to them;
4. Participate in Department student mentoring activities;
5. Participate in Department community outreach activities;
6. Participate in revising and updating the astronomy curriculum;
7. Participate in development of new astronomy courses;
8. Perform other related duties, as assigned by the supervisor.

**EMPLOYMENT QUALIFICATIONS: (City College of San Francisco Minimum Requirements)**

1. Demonstrated knowledge, skills, and abilities to work with community college students with diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds (**Required**);
2. Earned Master's Degree in Physics, Astronomy, or Astrophysics from an accredited institution; OR THE EQUIVALENT;

**OR**

Earned Bachelor's Degree in Physics or Astronomy from an accredited institution AND earned Master's Degree in Engineering, Mathematics, Meteorology, or Geophysics from an accredited institution; OR THE EQUIVALENT;

**OR**

Earned Master's Degree in the interdisciplinary area of Planetary Science or Astrobiology from an accredited institution; OR THE EQUIVALENT;

**OR**

Earned Master's Degree in Geology, Geochemistry, or Microbiology from an accredited institution AND upper division or graduate course work in Astronomy, Astrophysics, Planetary Science, or Astrobiology from an accredited institution; OR THE EQUIVALENT;

**OR**

Hold a fully-satisfied LIFE California Community College Instructor Credential in Astronomy and Astral Physics (California credentials were no longer issued after July 1, 1990).

**[If you would like to claim education equivalency for the formal educational requirement, please contact the Human Resources Department (415) 241-2246 immediately for an Equivalency Application Form or click "Employment Opportunities" at [www.ccsf.edu](http://www.ccsf.edu). This form will be considered as part of the application materials and must be submitted on or before the application deadline as indicated on the job announcement.]**

**EMPLOYMENT QUALIFICATIONS: (Desirable)**

1. Master's Degree or higher in Astronomy and/or Astrophysics from an accredited institution;
2. Master's Degree or higher in Planetary Science and/or Astrobiology from an accredited institution;
3. Experience in teaching introductory astronomy at the post-secondary level;
4. Experience in teaching astronomy laboratory classes at the post-secondary level;
5. Experience in teaching introductory planetary science at the post-secondary level;
6. Experience in teaching introductory astrobiology at the post-secondary level;
7. Demonstrated ability to explain basic astronomy concepts clearly in a classroom environment;
8. Demonstrated ability to communicate complex astrophysical concepts in a classroom environment and in public lectures;

9. Demonstrated breadth of academic achievement in astronomy and/or astrophysics as indicated by academic transcripts and/or professional activities;
10. Demonstrated familiarity with online education as well as multimedia design;
11. Demonstrated familiarity with astronomical image processing software, such as Image Reduction Astronomical Facility (IRAF);
12. Experience in teaching astronomy in nonacademic settings, such as planetaria, public lectures, or school programs;
13. Experience in observatory operations and maintenance.

**SALARY:**

Rate is set in accordance with the City College of San Francisco Faculty Salary Schedule for hourly assignments. Currently the rate upon entry is from \$88.38 to \$96.46 per hour for lecture depending upon placement.

**APPLICATION PROCEDURE:**

**Submitting the application materials listed below is the responsibility of the applicant. Postmarks will not be honored. Application materials sent via email will not be accepted. Under no circumstances will incomplete or late applications be considered by the Search Committee.**

Applicants must submit the following materials which must be received by the Human Resources Department on or before the application deadline:

1. A letter expressing interest in the position indicating specifically how the applicant fulfills the minimum qualifications. In addition, the letter should include how the applicant fulfills as many as possible of the desirable qualifications. Both the minimum and desirable qualifications are listed in this announcement. The letter should also address the applicant's background and skills in the areas stated in the "Examples of Duties". **CLEARLY INDICATE THE SPECIFIC INSTRUCTIONAL AREA(S) FOR WHICH YOU ARE QUALIFIED TO TEACH. SEE #1 UNDER "EXAMPLES OF DUTIES" FOR THE LIST OF COURSES;**
2. A current resume summarizing educational background, teaching experience, and related work experience;
3. A City College of San Francisco Faculty Position Application form completed in full; (Statements on the application form indicating "See Resume" are not acceptable. Application forms are available at the CCSF Human Resources Department, and can be requested in person at 33 Gough Street, San Francisco, CA 94103, by calling (415) 241-2246, by FAX (415) 241-2335, or by clicking "Employment Opportunities" at [www.ccsf.edu](http://www.ccsf.edu). A resume or vita shall not be substituted for a completed CCSF application form.);
4. Three (3) current letters of professional recommendation written within one year of the date of application, and specific to this advertised position (letters must be signed and dated to be considered valid);
5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form. Official transcripts and actual verification of work experience will be required at a later date; [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) need to be evaluated before an application can be processed. Please contact the CCSF Human Resources Department at (415) 241-2246 or click "Employment Opportunities" at [www.ccsf.edu](http://www.ccsf.edu) for evaluation sources.]
6. **Diversity Statement:** Discuss how your course content and teaching methods meet the needs of culturally and academically diverse learners. Please also list classes or professional development activities you have participated in that directly relate to working with diverse student populations. Separate from your letter of interest, submit a clear and concise response using no more than one page.
7. Submit a neatly presented response (under **1,200** words) to the following question: **Discuss the evidence for an ocean and the prospects for life in Europa to a typical college introductory astronomy class for non-science students.**

**Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 241-2285 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.**

All materials should be submitted to the City College of San Francisco, Human Resources Department as soon as possible. Application materials become the property of City College of San Francisco and will not be returned. Since new documents must be submitted for each opening, it is advised that applicants keep a copy of each document submitted for their own use and reference. Application files for this position will not be considered for future openings. Address the application materials package to:

City College of San Francisco  
Human Resources Department - Job #C-08006  
33 Gough Street  
San Francisco, CA 94103

Attn: Clara Starr  
Dean, Human Resources

#### ADDITIONAL INFORMATION:

For information regarding the duties and responsibilities of the position, contact:

For Spring Semester 2008 only:

Melinda Weil  
Acting Chair, Astronomy Department  
City College of San Francisco – Ocean Campus  
Telephone: (415) 239-3242  
Email: [mweil@ccsf.edu](mailto:mweil@ccsf.edu)  
URL: <http://www.ccsf.edu/Departments/Astronomy/>

After Spring Semester 2008:

Lancelot L. Kao  
Chair, Astronomy Department  
City College of San Francisco – Ocean Campus  
Telephone: (415) 239-3654  
Email: [lkao@ccsf.edu](mailto:lkao@ccsf.edu)  
URL: <http://www.ccsf.edu/Departments/Astronomy/>

#### SELECTION PROCEDURE:

Applicants who meet all minimum qualifications and have all required application documents in the CCSF Human Resources Department on or before the deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview with the Search Committee. **As part of the interview, candidates will be asked to present a brief lecture and/or demonstration and to produce written answers to questions from the committee. They will be asked to give oral responses and blackboard solutions to astrophysics problems and concepts. There will be a discussion of the applicant's teaching approach, ideas for curriculum reform, and thoughts concerning development and other issues related to the desirable qualification list.** Invited applicants attend interviews at their own expense.

Length of service with City College of San Francisco as an academic employee may be taken into consideration in the College's evaluation of applicants.

#### NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY:

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2285.

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**CONDITIONS OF EMPLOYMENT:**

Employees are required to pay an agency shop service fee to AFT Local 2121 as a condition of continued employment.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job announcement at any time without prior notice.

**ALL APPOINTMENTS ARE CONDITIONAL UNTIL APPROVED BY THE BOARD OF TRUSTEES, SAN FRANCISCO COMMUNITY COLLEGE DISTRICT.**

January 28, 2008