

BIOTECHNOLOGY INSTRUCTOR -- BIOMANUFACTURING

Closing Date: Tuesday, March 28, 2017

POSITION AVAILABLE:

One full-time (10 months per year), tenure-track faculty position, beginning in August 2017. The position is based in the Department of Biotechnology. To view the department website, go to <http://www.miracosta.edu/Instruction/biotech>. The standard contractual work week for this position is forty (40) hours. The standard instructional work week shall consist of thirty (30) hours of instructional time, curriculum development, preparation and student evaluation (contact hours and preparation hours). The remaining time will consist of five (5) student hours (of which at least two (2) hours must be designated office hours), and five (5) institutional service hours. The person selected for this position will be subject to assignment to any district facility during any hours of operation.

The Department of Biotechnology is seeking an individual with the education and biotechnology industry experience who will provide instruction primarily in our lower-division biomanufacturing program, which is comprised of lecture and lab-based coursework. The person selected will share leadership roles with other full-time instructors in developing curriculum for lower division coursework in bioprocessing/biomanufacturing as well as provide support for the new Bachelor of Science degree in biomanufacturing. It is possible that the person selected for this position may also contribute to instruction in lower division biotechnology or upper division biomanufacturing coursework, as needed.

BIOTECHNOLOGY DEPARTMENT DESCRIPTION:

Students take courses in the Department of Biotechnology to prepare for transfer, professional development, and/or for employment in the biotechnology industry through a variety of certificate and degree programs. The department values hands-on education in biotechnology and is supported by a dedicated training facility on the Oceanside campus that is well-equipped for instruction in research, development, and production. Our department currently consists of two full-time faculty members committed to providing students with a learning experience that is diverse, rich, and academically rigorous.

REPRESENTATIVE DUTIES:

(E = essential job function)

Duties and responsibilities may include, but are not limited to, the following:

1. Provide instruction in one or more areas of the biotechnology program, primarily in the lower division coursework related to the bioprocessing/biomanufacturing certificates and the associate degree in biomanufacturing. **(E)**
2. Participate in typical departmental and faculty functions such as service on hiring committees, performance of faculty evaluations, collaboration with staff, and participation in department meetings. **(E)**
3. Work in collaboration with other full-time instructors of the Biotechnology Department in coordinating curriculum and mentoring associate faculty in these courses. **(E)**
4. Lead in developing and maintaining instructional support materials for lower division coursework in bioprocessing/biomanufacturing. **(E)**
5. Develop, review, and maintain currency of curricula for courses the individual teaches and develop new biotechnology curricula in collaboration with lead instructors as appropriate. **(E)**

6. Participate in the development, assessment, and evaluation of student learning outcomes (SLOs). **(E)**
7. Serve as a liaison between the San Diego biotechnology community and the Biotechnology Department. **(E)**
8. Use technology in the academic environment to enhance student learning.
9. Assist in recruiting students and promoting the biotechnology program through participation in college-sponsored events, student clubs, and educational and industry outreach.
10. Participate in college-wide committee work and collegial governance. **(E)**
11. Maintain currency in areas appropriate to the position. **(E)**

Adherence to all District policies and procedures is expected.

MINIMUM QUALIFICATIONS:

To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:

1. any Bachelor's degree AND two years of professional experience (direct work experience in technical scientific settings [academic or industry] engaged in development, manufacturing, and/or testing of biological materials and/or products. Individuals working in these settings may have experience on either the production or quality side of the operations; their experience may also be a combination of these duties. For production work, individuals should have direct experience in the use of technical equipment and reagents, maintaining appropriate documentation and data collection, and executing scientific procedures and/or experiments. For quality work, individuals should have direct experience in the systems requirements within quality assurance, the technical testing in quality control, and/or the strategies and communications in regulatory affairs.); **OR**
2. any Associate degree AND six years of professional experience (direct work experience in technical scientific settings [academic or industry] engaged in development, manufacturing, and/or testing of biological materials and/or products. Individuals working in these settings may have experience on either the production or quality side of the operations; their experience may also be a combination of these duties. For production work, individuals should have direct experience in the use of technical equipment and reagents, maintaining appropriate documentation and data collection, and executing scientific procedures and/or experiments. For quality work, individuals should have direct experience in the systems requirements within quality assurance, the technical testing in quality control, and/or the strategies and communications in regulatory affairs.); **OR**
3. the equivalent; applicants applying under the "equivalent" provision must attach an equivalency statement and supporting documentation at time of application. Guidelines may be found at <http://www.miracosta.edu/administrative/hr/downloads/Equivalency.pdf>; **AND**
4. sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

All degrees and units used to satisfy the minimum qualifications must be from postsecondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If your degree/coursework is from a

college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. A partial list of agencies can be found at <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

DESIRABLE QUALIFICATIONS:

The college seeks candidates who have achieved the highest level of professional excellence as demonstrated by:

1. A Bachelor's degree in a scientific discipline and a Master's degree in a scientific, quality, regulatory, business, or quantitative discipline.
2. Recent work experience in Bio/Pharma/Medical Device/food manufacturing and/or quality.
3. Recent experience providing teaching/training of science-based content within a college or industry setting that includes the ability to identify, design/modify, and deliver successful instruction.
4. Demonstrated ability to see complex projects through a cycle of inception of idea, team dynamics, timelines, and closure.
5. Currency with industry standards (FDA and ICH) for quality systems, including cGMP and GLP.
6. Demonstrated experience with data analysis and the application of statistical techniques in support of manufacturing and/or quality.
7. Demonstrated leadership and initiative when working in environments with little supervision.
8. Ability to work with, interact with, and effectively instruct individuals from broad backgrounds and abilities and a commitment to the community college objective of providing high quality and high impact instruction for students of diverse abilities, interests, and cultural backgrounds.
9. Willingness to serve as a college and program ambassador interfacing with the biotechnology industry, trade organizations, higher education, high schools, and San Diego County economic development organizations.
10. Ability to contribute to the mission of the college.

APPLICATION PROCEDURE:

Apply and submit application materials online at <https://jobs.miracosta.edu>. Once you're in the online system, we strongly advise you to read the information on "How to Apply" and the FAQs (Frequently Asked Questions) before starting the application process.

In order to be considered for this position, you must submit the following documents directly in the online system and finish applying and receive a confirmation number by 11:59 PM on the closing date:

1. Application for Academic Employment showing all experience relevant to this position.
2. A personal statement (2-3 pages, maximum) addressed to the "Screening and Interview Committee" specifically describing how you meet each of the (10) desirable qualifications. Attach this to the "Cover Letter" link.

3. A current resume or curriculum vitae (2 pages, maximum) summarizing your educational background and biotechnology industry experience.
4. Transcripts of ALL college degrees/coursework needed to qualify for this position; unofficial or legible copies are acceptable but must indicate that the degree(s) has been conferred, if applicable. A diploma will not be accepted in lieu of transcripts. An equivalency narrative and supporting documentation must be submitted at the time of application if (i) you do not possess the **EXACT** degree major(s) listed in the Minimum Qualifications section or (ii) your qualifying degree will not be awarded before the position begins. (View the instructions for equivalency requests at <http://www.miracosta.edu/administrative/hr/downloads/Equivalency.pdf>.)

If your qualifying degree is in progress but will be conferred BEFORE the position begins in August 2017, then you must also include a written statement from your adviser indicating the anticipated degree CONFERRAL date.

If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. A partial list of agencies can be found at <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

NOTE: With the exception of documents needed to support an equivalency request, do not submit materials other than those requested above as they will be removed.

NOTE: When you "APPLY FOR THIS POSTING," you will eventually be asked to answer the additional question(s) listed below. Your answers will appear toward the bottom of the application form.

- MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students from diverse socioeconomic and cultural backgrounds who possess a range of abilities, academic preparation, and life experiences. Please describe what qualifications and/or experiences have prepared you to contribute to the fulfillment of the College's goals for equity and inclusion.
- Have you taught at the college level?
- If you have taught at the college level, please list the course(s) you have taught, including course number, title, institution, and dates. If not applicable, type "N/A."
- If you have not taught at the college level, describe your teaching/mentoring experience of individuals in other academic or industry settings. If not applicable, type "N/A."

Individuals with qualified disabilities who need accommodation with any aspect of the application and/or interview process should contact Human Resources at 760.795.6854 at least five days prior to the closing date.

The screening and interview committee will review application materials two to five weeks following the closing date. Applicants selected for interview will be contacted by phone; those not selected will be notified by e-mail. For interviewees, the selection process will include a panel interview, as well as possible teaching demonstration and written exercise. Interview candidates coming from out of state or over 300 miles away will be reimbursed for travel expenses up to \$500.

OFFER OF EMPLOYMENT:

An offer of employment to the person selected for this position is contingent upon 1) successful completion of a pre-placement physical exam at district expense, 2) tuberculosis clearance and/or certification of freedom from contagious or infectious disease, 3) proof of eligibility to work in the United States, 4) fingerprint clearance, and 5) approval by the Board of Trustees.

SALARY POLICY AND FRINGE BENEFITS:

For current salary schedule, go to

<http://www.miracosta.edu/administrative/hr/downloads/FacultyAssembly2015-18.pdf>

MiraCosta College offers a comprehensive package of benefits, which includes employer-paid medical, dental, and vision plans for employee and dependents; \$100,000 employee life insurance; and other optional coverages. Faculty members are also covered under the California State Teachers' Retirement System (CalSTRS).

PHYSICAL EFFORT OF THE POSITION:

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at a computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT OF THE POSITION:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS OF THE POSITION:

Primarily works in an office, instructional lab or classroom environment; work with instrumentation related to a biotechnology environment; subject to exposure to odors/fumes from chemical waste, volatile, hazardous organic solvents and typical reagents in a biotechnology lab; subject to heat exposure from an autoclave. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May be required to work at any district location or authorized facility during day and/or evening hours with occasional evenings and/or weekends on an as-needed basis; occasional local travel may be requested.

MISSION STATEMENT AND INSTITUTIONAL GOALS:

The MiraCosta Community College District mission is to provide superior educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers undergraduate degrees, university-transfer courses, career- and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

Goal I. MiraCosta Community College District will become a vanguard educational institution committed to innovation and researched best practices, broad access to higher education, and environmental sustainability.

Goal II. MiraCosta Community College District will become the institution where each student has a high probability of achieving academic success.

Goal III. MiraCosta Community College District will institutionalize effective planning processes through the systematic use of data to make decisions.

Goal IV. MiraCosta Community College District will demonstrate high standards of stewardship and fiscal prudence.

Goal V. MiraCosta Community College District will be a conscientious community partner.

THE DISTRICT, STAFF AND STUDENTS:

The MiraCosta Community College District is one of California's 113 public community colleges. The district includes the communities of Oceanside, Carlsbad, Encinitas, Cardiff, Olivenhain, Leucadia, Solana Beach, Rancho Santa Fe, Del Mar, and parts of Carmel Valley. The single college district is governed by a seven-member Board of Trustees who are elected from each of the district's seven communities.

MiraCosta offers undergraduate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities. Beginning in Fall 2017 the college will offer a Bachelor of Science degree in Biomanufacturing.

The college's fee-based Community Education program provides a wide variety of classes, workshops, and excursions. Tuition-free, noncredit classes also present a variety of learning opportunities at the Community Learning Center and throughout the community.

MiraCosta College partners with the North San Diego Small Business Development Center, which provides service to all of North San Diego and Imperial Counties.

MiraCosta College employs 198 full-time faculty, 351 regular classified staff, 13 classified administrators and 15 academic administrators. An additional 606 associate faculty teach in the credit and noncredit programs, and about 150 educators or contract staff provide community education and workforce development activities. MiraCosta students are diverse, including representation from all of California's major racial/ethnic groups and ages. The college has been designated as a Hispanic Serving Institution (HSI) and a military-friendly organization. The credit student population is approximately 33% Hispanic, 8% Asian, 4% African American, and 7% two or more races. Diversity is also evidenced by student-veterans, re-entry students, individuals with disabilities, international students, and LGBTQIA. The district boasts a long history of commitment to collegiality, civility, and mutual respect.

THE SITES:

The district consists of three campus sites, plus the Technology Career Institute, and robust online education offerings.

The Oceanside Campus houses a comprehensive public community college, offering credit, career technical and noncredit courses. In the 2016 academic year, the college offered general education credit courses that applied toward 62 degrees, 51 Certificates of Proficiency and 59 Certificates of Achievement. Noncredit classes tailored for older adults and community education courses are also offered on this campus. The majority of the district's students attend the Oceanside Campus, approximately 10,500 students.

The San Elijo Campus is positioned as the district's transfer-focused site and offers a wide range of credit courses leading to transfer and almost 40 associate degrees and career certificates. Each semester, more than 200 sections are offered on this campus to a student body of over 3,000 students, with support services in tutoring, counseling, library, wellbeing, and student activities. A rich variety of community services courses are also offered year round at the San Elijo Campus.

The Community Learning Center (CLC) serves approximately 2,500 students, and hosts a wide variety of noncredit programs, including English as a second language, the Adult High School Diploma Program, classes for older adults, health classes, parenting, and classes for those who

are physically and mentally challenged. The center also houses the Cisco Networking Academy, which prepares students for computer industry certifications. Credit courses that fulfill general education requirements are also offered at this site. The credit courses offered at the CLC are intended to support students' transition from noncredit to credit enrollment.

The Technology Career Institute & Small Business Development Center relocated to central Carlsbad in March 2015. It offers classes and certificate programs to skilled workers in industries such as high-tech manufacturing, maritime technology, and biotech manufacturing, and provides resources, workshops, and leadership programs for small businesses.

MiraCosta College began offering online courses in 1995. The district typically offers approximately 200 fully online class sections each semester, with another 100 sections offered partially online, serving about 6,000 students.

ACCREDITATION:

MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education and approved by the California State Department of Education Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the GI Bill of Regulations. The University of California, California State Universities, and private universities of high rank give credit for transfer courses completed at MiraCosta College.

MiraCosta College is approved by the following: California State Board of Registered Nursing, Commission on Accreditation of Allied Health Education Programs, State Board of Vocational Nurse and Psychiatric Technicians, California Department of Public Health Aide and Technician Certification Section, Commission on Peace Officer Standards and Training, National Certification Board for Therapeutic Massage and Bodywork, Accrediting Commission for Schools, California State Department of Education, University of California.

THE AREA:

Situated between San Diego and Los Angeles, MiraCosta College benefits from multicultural influences and cultural opportunities. Interstate 5, Amtrak, and Carlsbad regional airport provide easy access to either metropolis and to Mexico. The district, which extends 25 miles along the Pacific Ocean from Camp Pendleton Marine Corps Base to the city of San Diego, attracts diverse ethnic and socioeconomic populations who live in urban and suburban communities. The intellectual environment is enhanced by the college's proximity to the University of California San Diego, California State University San Marcos, and other institutions of higher education. Along with numerous theaters, galleries, and museums, residents enjoy a moderate, year-round climate, which provides many opportunities for outdoor activities.

CAMPUS SAFETY:

As per the Clery Act of 1998, the campus security report can be found at http://www.miracosta.edu/student-services/police/downloads/safety_report.pdf

EEO STATEMENT:

MiraCosta College is an Equal Opportunity Employer and is committed to providing an educational environment which affirms and supports diversity in its faculty, staff, and administration, and promoting an environment of inclusion. The college's commitment to diversity, equity and inclusion is expressed in the policy found at <http://www.miracosta.edu/officeofthepresident/board/downloads/3400BP-Diversity-Equity-Inclusion-Adopted4-6-16.pdf>

MiraCosta College
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