



## Frequently Asked Questions (FAQs)

<b>ABOUT THE DISTRICT</b> .....	<b>1</b>
Q. What is the San Diego Community College District (SDCCD)?.....	1
Q. What type of employment does SDCCD offer? .....	1
Q. How do I find out about job openings at SDCCD? .....	1
Q. Can a non-U.S. citizen be considered for employment with SDCCD? .....	2
Q. Where can I complete an online application? .....	2
Q. Can someone help me complete the online application? .....	2
<b>EMPLOYMENT OFFICE</b> .....	<b>3</b>
Q. How do I contact the Employment Office?.....	3
<b>APPLICANT SYSTEM</b> .....	<b>3</b>
Q. I can't remember my password. What do I do?.....	3
Q. How can I check the status or view my application? .....	3
Q. When/how can I make changes to my application? .....	4
Q. Who will see my application & how is my security protected? .....	4
Q. I am having a technical problem with my computer. What can I do?.....	4
<b>APPLICATION PROCESS</b> .....	<b>5</b>
Q. Where can I apply for an open position? .....	5
Q. How do I apply for positions at the District?.....	5
Q. What is the filing deadline for postings?.....	5
Q. I missed the deadline - can I still apply? .....	6
Q. Can I apply for more than one job at a time?.....	6
Q. Can I apply for a position via e-mail or fax? .....	6
Q. Do I need to apply online for temporary or short-term positions? .....	6
Q. How long is my application valid?.....	6
Q. Can I save my application before I finish completing it? .....	7
Q. How long does it take to complete the online application?.....	8
Q. Can I attach documents? How?.....	8
Q. I am having problems uploading documents. ....	9
Q. What if I don't have my required document attachments in an electronic format? .....	9
Q. How do I include confidential materials from Interfolio.....	9
Q. How do I withdraw my application? .....	9
Q. Where can I get a typing certificate? What is acceptable?.....	10
Q. How are the qualifications determined for credit and non-credit faculty positions?.....	10

*For more information, see [www.sdccdjobs.com](http://www.sdccdjobs.com)*

## **ABOUT THE DISTRICT**

### **Q. What is the San Diego Community College District (SDCCD)?**

The San Diego Community College District (SDCCD) is financially solvent, progressive and committed to excellence in education. It is the second largest community college district in California.

The District is made up of three community college campuses: City College, Mesa College, and Miramar College. The six non-credit, Continuing Education Centers are located throughout the city. To learn more about SDCCD go to [www.sdccd.edu](http://www.sdccd.edu).

### **Q. What type of employment does SDCCD offer?**

SDCCD hires individuals to fill a wide variety of jobs. These jobs are sorted into the four major categories listed below.

- **College Faculty (Academic)**

Tenure/Tenure-Track applications are accepted for individual vacancy recruitment efforts. Classroom instructors are hired to teach college classes for credit instruction, as well as non-credit classes for Continuing Education. Counselors, Librarians, and Military are also considered Academic positions.

- **Adjunct/Hourly (Part-time/Substitute)**

Adjunct applications are accepted continuously throughout the year for a wide range of temporary assignments. Applicants who meet the respective [minimum qualifications](#) in a discipline are placed in a pool of eligible candidates and are hired as needed. Applications submitted to the pool remain active for approximately one year. Applicants should live within commuting distance to San Diego.

- **Staff (Classified)**

Classified applications are accepted for non-teaching positions. Some of the positions include office/clerical, accounting, police, maintenance & operations, student services, instructional support, bookstore and food service, purchasing and reprographics.

- **NANCE (Non-Academic Non-Classified Employment)**

Temporary/Short-Term Applications are accepted for Non-Academic Non-Classified assignments, and are hired as needed. These assignments do not have benefits and applicants should live within commuting distance to San Diego. Applications submitted to the pool remain active for approximately six months.

### **Q. How do I find out about job openings at SDCCD?**

You will need a computer with internet access to view the available openings, resource information, and to apply for a position. You may visit the [employment opportunities page](#) and the [Employment Office website](#) 24-hours a day for more information. Feel free to relay any additional questions to our [e-mail address](#) after reviewing the websites, resource information, and FAQs. There is also a Help link located on the left side menu bar.

**Q. Can a non-U.S. citizen be considered for employment with SDCCD?**

In most cases, you must possess an alien registration card that is granted by the U.S. Citizenship and Immigration Services (USCIS). The only exception is for Canadian and Mexican citizens. Under NAFTA (North American Free Trade Agreement), Canadian and Mexican citizens with college degrees may apply for positions in the U.S., and be hired by a U.S. employer for a job that requires a college degree. Once hired, the Canadian or Mexican citizen need only present a letter from his/her U.S. employer to the U.S. Customs officials at the border. The resulting I-94 visa must be renewed annually but it is valid until the employment ends.

**Q. How do I know what type of application to use?**

There are 4 different types of applications. Once you click Apply to this Job within the posting, you will be directed to the corresponding application for the position.

Your general information will remain in the system for at least three years. This includes your contact information, educational history, employment history, and document uploads.

**Q. Where can I complete an online application?**

Go to our Employment Opportunities page ([www.sdccdjobs.com](http://www.sdccdjobs.com)) or via the link on the District website ([www.sdccd.edu](http://www.sdccd.edu)).

Each posting has its unique application and requirements. You may apply to any of the positions listed prior to the indicated closing date --simply click on "Apply to this Job," attach all required documents, and answer the supplemental questions prior to the Closing Date noted. Note: The application deadline is 11:59 p.m. PT on the date indicated. Your application must be completed and certified before the deadline. Late submissions are not accepted.

**Q. Can someone help me complete the online application?**

Employment staff members are available to answer questions about the online site, and assist applicants with disabilities. You may call, e-mail or visit the Employment Office at the District Office.

## **EMPLOYMENT OFFICE**

### **Q. How do I contact the Employment Office?**

By telephone: (619) 388-6579 x1 x1  
By e-mail: [jobs@sdccd.edu](mailto:jobs@sdccd.edu)  
By mail or in person at: 3375 Camino del Rio South, Suite 330  
San Diego, CA 92108-3883

*(However all applications must be received online.)*

Our office hours are 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. There is parking on the street in front of the building and in designated "Visitor" parking spaces directly in front or behind the building.

## **APPLICANT SYSTEM**

### **Q. I can't remember my password. What do I do?**

We understand that you may misplace or forget your password or username information. In the event that you are unable to locate your user information to access your application information, click on the [Forgot your username or password?](#) link located on the Login screen.

*\*Please keep your username and password in a safe place so that you will be able to easily retrieve the information at a later time. Do not share your information with others.*

### **Q. How can I check the status or view my application?**

Using the online applicant site, you can login at any time using your username and password. Looking at the left side menu bar, click on "Your Applications." You may verify the current status of your application for each position you have applied to by looking under the "Status column" under "Completed Applications." Application Materials can be viewed by clicking on the links. You also have access to view the Posting Details of all jobs you have applied for by clicking on the "View Job" link.

**NOTE:** Applications will remain online for a minimum of three years from the submitted date.

Completed Applications   3 jobs					
	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Position Title	XXXXXX	XXXXX	Position Filled <a href="#">Withdraw</a> <a href="#">Application</a>	June 21, 2011	<a href="#">Application</a> <a href="#">Résumé</a> <a href="#">Cover Letter</a>
<a href="#">View Job Archive</a>					

**Q. When/how can I make changes to my application?**

Once you SUBMIT an application for a particular posting, you cannot go back and make changes to the submitted application. Therefore, please gather the necessary information BEFORE beginning the application process.

**NOTE:** If you find that you do need to make a correction (such as a new phone number or a name change) AFTER you have submitted your application for a job opening, login and make the change under Account Settings.

**Q. Who will see my application & how is my security protected?**

Your online application information is located on a secure web server and will only be available to the Employment Office and the respective search committee for the job posting to which you apply. Your voluntary demographic information is only available to the Employment Office and will be used for EEO (Equal Employment Opportunity) reporting purposes only. Security of your personal information is important to us and is provided in two (2) different ways:

1. The applicant site is password protected. When creating a new online application, you will be prompted to provide a personal username and password. This information will only grant you access to view and edit your personal information.
2. SSL encryption is utilized to protect all data provided by applicants.

**Q. I am having a technical problem with my computer. What can I do?**

Be sure you are using either Internet Explorer 8 or higher, or the current versions of Mozilla Firefox, Apple Safari or Google Chrome. Also, under your browser internet options, you need to have cookies and JavaScript "enabled." **Note:** Other browsers may work, but have not been tested.

The application system will not allow you to save and continue if there are any errors in any required (\*) field. If you receive the red error bar at the top, the red error bar will specify what errors need to be corrected and where the errors are located. For example, when entering a date, click the field and select the date from the pop-up calendar. Please be sure to read and follow all instructions in order to successfully submit your application online.

## **APPLICATION PROCESS**

### **Q. Where can I apply for an open position?**

Applicants may complete their applications online at [www.sdccdjobs.com](http://www.sdccdjobs.com) from any computer with Internet access up until the closing deadline.

### **Q. How do I apply for positions at the District?**

Create an account to use the online employment system with a valid personal e-mail address. The e-mail address will be used to notify you of any status changes and for other information regarding your application. If you don't have an e-mail account, you may acquire one from many websites. ***The recommended websites are [www.yahoo.com](http://www.yahoo.com) and [www.gmail.com](http://www.gmail.com). Applicants have experienced non-receipt of emails using @hotmail, @live, @msn and @outlook.***

### **The application process has four (4) steps:**

1. Click "Search Jobs" located on the left side menu or one of the links in the middle of the page.
2. Read through the posting noting what is required to apply.
3. Create a login username and password, if you haven't already done so. This will enable you to come back and apply for additional positions as well as check on the status of a position.
4. Complete the required information.
5. Apply for a specific job posting on or before the closing date.

When you apply to a job posting, you may be prompted at that time to answer supplemental questions and to attach documents (i.e., résumé, letters of recommendation, unofficial transcripts, etc.) to your application. A list of supplemental questions and required documents can be reviewed in the Posting Details. ***It is important that you read and follow all instructions carefully when completing your application.***

Your application has NOT been submitted until you receive an automated CONFIRMATION number from the system. This confirmation number is your receipt that you have successfully submitted your application.

*Applications may only be submitted on the website. Unsolicited applications and résumés are not accepted.*

### **Q. What is the filing deadline for postings?**

Completed application forms must be submitted by 11:59 p.m. PT on the closing date for the specific position. Closing dates are listed on the Posting Details. Temporary/short-term applications are accepted on a continuous basis and remain active for 6 months. Adjunct (part-time/substitute) faculty applications are accepted on a continuous basis for all credit and non-credit disciplines and remain active for approximately one year. You will be notified via e-mail that your application has expired.

**Note: We reserve the right to cancel any posting at any time with or without notice.**

**Q. I missed the deadline - can I still apply?**

Once a filing deadline has passed, no applications will be accepted. However, you are encouraged to visit the online applicant site and apply for new jobs as they become available.

**Q. Can I apply for more than one job at a time?**

Yes, you can apply to multiple positions that are currently open and noted on the current job listing. To apply for future openings, log back onto the applicant site and submit your application. Your personal information, educational history, and work history is saved and populated into future applications.

*\*Be sure to remember your username and password so that you can log back into the system at a future time.*

**Q. Can I apply for a position via e-mail or fax?**

Job applications are ***only*** accepted using our District online application system. Completed applications must be submitted on this system no later than the posted deadline. In addition, all required documents that have been identified in the job posting must be uploaded prior to the time the application is submitted. The District does not accept résumés in lieu of applications. The District is unable to accept any application materials by fax, e-mail, or in person.

**Q. Do I need to apply online for temporary or short-term positions?**

Yes. Applicants must apply online for temporary positions, as well as all other position types. Temporary positions, which include adjunct faculty, and non-academic-non-classified, are listed on the Search Postings page of the website.

**Q. How long is my application valid?**

Contract Job Posting:

Applications submitted for a contract job posting will remain active until the position is filled.

Adjunct Job Posting\*:

Your application will be submitted to a District-wide pool of applicants for a particular discipline and will remain active for 12 months from the date you submit your application. Near the end of one year, you will receive an automated e-mail informing you that your application will expire and inviting you to update your application materials and resubmit your application for a new period of 12 months.

Non-Academic, Non-Classified Posting\*:

Your application will be submitted to a District-wide pool of applicants for a particular non-academic, non-classified title and will remain active for 6 months from the date you submit your application. Near the end of six months, you will receive an automated e-mail informing you that your application will expire and inviting you to update your application materials and resubmit your application for a new period of 6 months.

A committee will screen all complete application packets received following the filing deadline. Only those applicants having the best combination of knowledge, skills, abilities and experience will be invited to interview. Meeting the minimum qualifications for a position does not assure an interview. Current District employees who are applying for a position should be aware that materials from their personnel files (including address changes) will not be considered as a part of the application packet. Information on past and present employment should be provided in the same degree of detail as any other applicant.

Qualified applicants who are invited to be interviewed will be contacted by a Human Resources/District representative via e-mail. Be sure to check your e-mail regularly for status e-mails. You may view the status of your application after the closing date by returning to the applicant site with your personal username and password. The applicant system can be accessed 24-hours-a day, 7-days-a-week from any Internet connection.

\*The recruitments for Part-time Faculty and Short-term temporary positions are different from other job postings. Applications are accepted continuously and are hired based on need and on temporary assignment availability. There are no specific closing dates for these positions since the recruitments are on-going until a qualified pool of applicants is gathered; however, SDCCD reserves the right to cancel the posting at any time without notice.

**Q. Can I save my application before I finish completing it?**

Yes. However you must first complete all of the required fields notated with a \*red asterisk on the current page before the application can be saved. If you run into a time crunch and cannot finish the entire application, you may complete just the required fields on the page and come back later to finish the application and apply for a specific position.

Click “Save Application” on each page before advancing to the next page clicking “Next” and be sure to hit “Save” when you reach the last page of the application. You may return later and edit the application before clicking on “Submit” to officially submit your application.

**If you exit the site before saving your employment application, your data will NOT be saved and you will need to re-enter your application in its entirety.** NOTE: You must remember your username and password to log back on to review the status of your application.

*\*Please note that the applicant site will automatically time out if you leave your computer idle for more than 60 minutes. If you cancel the prompt on the screen the timer will begin again for another 60 minutes. If you do not have all of the required information, please be sure to save your current application and return to your online application to complete the rest of the information for your application.*



### **Q. How long does it take to complete the online application?**

It depends on several factors including the amount of work experience and education you have to enter, how fast you can type, etc. You should allow a minimum of 30 minutes to complete the process. When completing an application, you will be asked to provide information about your education and experience, as well as contact information regarding your employment history and references. Please gather this information BEFORE beginning the application process.

If you find you are missing a piece of information requested on the application, you may be able to skip the field and go back later to complete it. The information on your application form when you apply will be used to evaluate your qualifications for the job opening for which you apply. Please ensure it is accurate, complete and contains all requested information.

**Important:** You must make sure that you submit your complete application to a job posting by **11:59 p.m.** PT, on the job posting's closing date, along with any **required documents**, in order to be considered for the position.

***\*Incomplete applications will not be considered.\****

### **Q. Can I attach documents? How?**

You may attach the required and optional documents when applying for a position. You can create documents such as a resume and cover letter if you do not have these available as files that you can submit. If the application allows or requires you to attach documents, it displays a list of the relevant documents that you have already uploaded, so you can reuse documents if they are suitable.

You can upload and attach documents in these formats, up to 9MB:

- Microsoft Word or similar word-processing (.doc, .docx, .rtf, .rtx)
- PDF
- Plain text, such as from Notepad (.txt)
- Microsoft Excel (.xls, .xlsx)
- Graphics (.tiff, .tif, .jpeg, .jpg, .jpe, .png)
- Video (.flv, .mov)

The system cannot accept audio, PowerPoint, Visio, web pages, or bitmap (.bmp) files. Some application may allow you to provide a link to your web site or files available from your site. In this case you can provide access to file types that you can't attach directly to your application in the system.

*\*It is important to read all of the instructions on the "Applicant Documents" screen carefully to ensure you submit ALL of the attachments required for the position. The attachment requirements may vary depending upon the position type. If any of the required documents are missing at the time your application is submitted, your application will be considered incomplete.*

### **Q. I am having problems uploading documents.**

Make sure that your documents are in the formats listed on the previous page and are smaller than 9MB. In addition, ensure that your document is not password protected. The system will not be able to convert protected files.

### **Q. What if I don't have my required document attachments in an electronic format?**

We understand that you may NOT have all of your required documents available in an electronic format. We encourage applicants to use local resources such as the library or printing service offices that have scanning capabilities.

### **Q. How do I include confidential materials from Interfolio?**

- Via the Interfolio website, e-mail the secured link to the confidential letter to [jobs@sdccd.edu](mailto:jobs@sdccd.edu). Be sure the subject line includes the position you are applying for and your name.
- In a separate e-mail to [jobs@sdccd.edu](mailto:jobs@sdccd.edu), you will need to give HR–Employment permission to provide the letters to the committee as part of your application.
- HR-Employment cannot upload the Interfolio letter(s) to the application.
- Please note that you will be required to submit a document in each field on the application that requires a letter of recommendation, otherwise, the system will indicate that the application is incomplete and will not allow you to submit. It is necessary for you to click “Write Letter of Recommendation” and type “Letter of Recommendation submitted separately via Interfolio.” This text will allow you to submit your application when required documents are not available to upload.
- HR Employment will match your letter(s) with your application and provide all of your required application materials to the Search Committee for consideration.
- Please do not submit materials other than those requested (i.e., personal photo, articles you’ve written, etc). Submitting extraneous materials, unless specifically requested within the job posting, may result in your application not being reviewed.

### **Q. How do I withdraw my application?**

If you withdraw your application, you will not be able to change your mind and apply again to that posting. You will still be able to apply to other jobs in the system - including jobs like the one from which you withdraw.

If you submit an application and then decide that you do not wish to be considered for that position, you can withdraw your application.

1. Select **Your Applications**, and locate the application that you need to update.
2. Follow the link to **Withdraw Application**. A confirmation page opens.
3. On the confirmation page, select **Yes, withdraw this application**. You will not be considered for this job.

You will see a green bar confirming that your application was withdrawn.



### **Q. Where can I get a typing certificate? What is acceptable?**

Some of our Staff positions require a valid typing certificate. If a typing/keyboarding certificate is required, it will be listed on the job posting. You must attach an electronic copy to your online application. We only accept typing/keyboarding certificates issued within the last 12 months (online certificates are **not** acceptable). For your convenience, there is a [list of locations](#) that offer them FREE within our District and are noted on the left side menu bar. Applications received without the typing certificate will be considered incomplete and will not be considered.

**Note:** You may be asked to provide your **original** certificate at the time of an interview or to the Employment Office at the time of hire.

### **Q. How are the qualifications determined for credit and non-credit faculty positions?**

All public community colleges in California fall under the administrative umbrella of the California Community College State Chancellor's Office. The Academic Senate within the state office establishes the Minimum Qualifications for academic instructors, following approval by the Board of Governors. These qualifications are discipline-specific. For a complete list of disciplines and qualifications, please review the [Minimum Qualifications for California Community Colleges](#) link on the left side menu bar.

All credit and non-credit instructors must meet these minimum qualifications in order to be considered for a teaching assignment in a California community college. Faculty who work in the University of California or California State University Systems are not automatically qualified to teach in a community college. At the time of hire, official transcripts from accredited institutions must be provided.

Applicants who do not hold the stated minimum qualification and are seeking consideration on the basis of equivalency, shall submit a [Request for Equivalency Form](#) found on the left side menu bar of our website.

Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association. Please review the [Foreign Degree Evaluation Information](#) link on the left side menu bar.