



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Announcement#: 3901-12
Date: Friday, January 27, 2012

POSITION: Custodial Maintenance Instructor

LOCATION: Arizona State Prison – Florence, Arizona

JOB SUMMARY: Provide competency-based instruction in the custodial service program.

RESPONSIBILITIES: Position incumbent will be responsible for equipment and instructional classroom. Class responsibilities include but are not limited to: attendance, student projects, monitoring student progress, curriculum development, and other specific duties pertaining to the specific Arizona Department of Corrections unit that will be assigned. Instructor will be teaching one class of 20 to 25 inmate/students both morning and afternoon in the unit.

Position is full time - 12 months per year and is dependent upon Arizona Department of Corrections funding.

QUALIFICATIONS: Five years of directly related occupational experience in Custodial Maintenance or related field. Applicant must be able to pass Arizona Department of Corrections security clearance.

DESIRABLE QUALIFICATIONS: Bachelor's degree and teaching experience in a prison setting. Candidate should have knowledge of security regulations.

SALARY: Entry salary is \$49,168.00 annual.

BENEFITS: Will have Central Arizona College benefits (20 days paid vacation, medical, sick leave, Arizona State Retirement, etc.)

DEADLINE: All application materials must be received in Human Resources by 4:30 p.m. , Friday, February 10, 2012.

APPLICATION INFORMATION: The application packet should consist of:

- Letter of interest
- Current resume
- Central Arizona College application
- **Unofficial copies of transcripts reflecting the required degree or course work (For position vacancy that requires college level coursework or degrees)**

The Central Arizona College application may be found at www.centralaz.edu/application or by calling the Human Resources Office at 520-494-5235. **Applications not accompanied with the required transcripts will not be considered.**

Copies of transcripts should reflect completed course work and conferred degrees. All academic course work and degrees must be from a regionally accredited college or university or be certified by an acceptable agency that the institution is recognized by the appropriate governmental agency in its home country (this is generally stated in the degree evaluation).

Transcripts issued in a language other than English must be accompanied by a full translation (word for word) by an acceptable translator. Additionally, each foreign transcript must be evaluated for equivalency to United States accredited course work by an acceptable agency such as those agencies certified by the National Association of Credential Evaluation Services (NACES).

Applications containing foreign transcripts that are not accompanied with the above required documentation, will not be considered.

Faxed application materials will not be accepted. Application materials may be submitted electronically but it is the responsibility of the applicant to ensure that all electronic files are readable by Microsoft Office Suite programs. Applications submitted electronically should be sent to: human.resources@centralaz.edu.

The Human Resources Department is located in main administration building, H Building, Room 111 on the Signal Peak Campus at 8470 North Overfield Road, Coolidge, Arizona 85128. Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Central Arizona College is an Equal Opportunity Employer