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VOL. 29 NO. 7

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JULY 2010

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City of Glendale
california

City Resource Specialist / Digital Medical Records Management (\$35 per hour)

Conducts extensive research and development activities to assist the Verdugo Workforce Investment Board launch a regional project designed to digitize medical records at local hospitals and medical offices. Requires AA Degree in business, health care, marketing or a related field and five years of experience in human resources training programs, vocational counseling, health care records management, business assistance, or a related field.

For additional details on the position or to download an application, please visit our website at www.ci.glendale.ca.us/job.asp or call 818-548-2110. A supplemental application is required.

Apply now. May close at any time.



Program Manager I: Bay-Friendly Landscaping for Landscape Professionals

Limited term, half time, 20 hours/week; excellent benefit package

The employee will have responsibilities within the Agency's Bay-Friendly programs. The objectives encompassed by the programs include the following:

Landscape professional sector: promotion of Bay-Friendly practices training & qualification programs, workshops and other outreach. Target audience: design, construction and maintenance professionals in public and private sectors.

Commercial/public building sector: design assistance, financial incentives and training to assist cities and others to implement Bay-Friendly practices/ policies and incorporate Bay-Friendly practices and products into public facilities and other public-benefit projects, such as low-income housing. Target audience: cities and Alameda County, other public agencies, and non-profit affordable housing developers.

A full job description, salary information and application (due July 8, 2010) are available at www.stopwaste.org/jobs or by calling (510) 891-6500. No faxes accepted.



City of Glendale
california

Case Worker I / Job Services – City of Glendale (\$24.10 - \$31.51 per hour)

The City of Glendale is seeking an experienced Case Worker to assist job seekers in Career Skills and/or Employment and Workforce Investment Act training. Essential duties include participating in the planning and implementation of targeted recruitment and outreach activities, assessing clients to determine appropriate services and referrals, and enrolling clients in employment programs.

Requires AA in business, marketing or related field plus two years of experience providing job seeker and employer job matching or job development services. A Bachelor's degree is desirable. Prior experience working with WIA Programs is highly desirable.

For additional details on the position or to download an application, please visit

<http://www.ci.glendale.ca.us/job.asp>
or call 818-548-2110.

Apply now. May close at any time.



City of Glendale
california

Housing Advisor
(\$4,417 - \$5,769 per month)

The City of Glendale is seeking a Housing Advisor to perform screening and assisted housing contract administration for tenants and owners under the Housing Authority's subsidized housing program.

Requires a Bachelor's degree in a related field and three years increasingly responsible work experience in the human services, public housing or property management field involving extensive public contact. Prior experience using Emphasys Elite software is highly desirable.

For additional details on the position or to download an application, please visit www.ci.glendale.ca.us/job.asp or call 818-548-2110.

A supplemental application is required. Please note that resumes will not be accepted in lieu of a City of Glendale application. **Apply now. May close at any time.**

**INVITATION FOR APPLICATIONS
AND NOMINATIONS FOR
CHANCELLOR**



The South Orange County Community College District (SOCCCD) includes Irvine Valley College in Irvine and Saddleback College in Mission Viejo, and is in the process of developing an Advanced Technology and Education Park and additional satellite locations. The District currently employs over 360 full-time faculty, over 900 part-time faculty, approximately 550 support staff, and 107 administrators/ managers. We serve over 43,000 students. The District and its colleges are governed by a locally elected, seven-member Board of Trustees who represent the rapidly growing population that now numbers just under 1,000,000. The 382-square-mile District encompasses approximately 50% of Orange County, CA.

CHALLENGES AND OPPORTUNITIES

In the coming decade, the Chancellor must challenge SOCCCD to build a strong image in the dynamic, high-tech Orange County community and strengthen the sense of community within the District. This is a growing area with a great potential for linkages not only with local businesses but also with international and global enterprises. The Chancellor must provide strong, decisive, and visionary leadership that is imbued with a high level of energy, integrity, educational commitment, and concern.

EDUCATIONAL AND PROFESSIONAL EXPERIENCE

- An earned master's degree from an accredited institution is required. An earned doctoral degree from an accredited institution is preferred.
- At least five years administrative experience and three years senior executive experience in higher education, or equivalent.
- Demonstrated understanding of & commitment to the vision and mission of the community colleges.
- At least three years experience managing a multi-million dollar budget at the community college level or equivalent.
- Understanding of and experience in contract negotiations and employee grievances at the community college level or equivalent.
- Understanding of and experience in a shared governance environment at the community college level or equivalent.

COMPENSATION AND FRINGE BENEFITS

Compensation is competitive and negotiable. The District offers a comprehensive package of insurance benefits and STRS (State Teachers Retirement System). All premiums are fully paid by SOCCCD. Executive administrators are provided 24 days of paid vacation leave per year.

APPLICATION PROCESS

Applications will be accepted until the position is filled. To ensure full consideration, please submit applications no later than **August 11, 2010**.

First level interviews will be conducted on September 2-3, 2010. For full job description and to complete the required on-line application, please visit

<https://jobs.socccd.edu>

For confidential inquiries about the position, contact Community College Search Services:

- James Walker, 805-279-0009, or walkerjw@sbcglobal.net
- John Romo, 805-698-7987, or romojb@gmail.com

An equal opportunity employer.



**SAN FRANCISCO
STATE UNIVERSITY**

Police Officer Positions, Police Department

Full Time/Probationary: \$4,532-\$5,699/mo, Open Until Filled

MINIMUM REQUIREMENTS: Must be a current Police Academy Graduate or currently attending Police Academy at time of application. Possess a Peace Officer Standards and Training (P.O.S.T.) Basic Certificate or have completed P.O.S.T. within the past three years at the time of appointment.

PREFERRED BUT NOT REQUIRED: possess a current valid Driver's license; education equivalent to graduation from high school or possess a GED certificate; must be able to learn quickly and apply specific University rules and regulations; prepare clear concise reports; ability to deal tactfully, effectively, act calmly and rationally during emergency situations with a diverse community.

HOW TO APPLY: Please download a copy of the SFSU Staff/Administrator Application by accessing our website at: <http://www.sfsu.edu/~hrwww/employment/jobs.html> and filling out the application completely. Please indicate the job title but leave the Job Number blank. Mail completed application material to: **SFSU Police Department, Attn: Ophelia Sun, 1600 Holloway Avenue, San Francisco, CA 94132.**

SFSU is an EEO and ADA employer and has a strong commitment to the principles of diversity.



OAKLAND COMMUNITY COLLEGE®

Part-Time Nursing Instructors

Oakland Community College Department of Nursing seeks applicants for part-time clinical nursing instructors at the Highland Lakes and Southfield Michigan Campuses.

Minimum qualifications: A Bachelor's degree in Nursing (Master's degree in Nursing preferred); valid Michigan license; two years recent clinical experience. Successful applicants will have the ability to work as a team member in a multi-cultural diverse environment.

How to apply:

Download an application at <http://www.oaklandcc.edu/Employment/EmploymentApplication.pdf>. Refer to Position ADJ-NUR. Mail your completed application form, cover letter, current resume, three references, and applicable current transcripts for all degrees earned to:

Human Resources Department
George A. Bee Administration Center
2480 Opdyke Road Bloomfield Hills, MI 48304-2266



City Manager
Monterey Park, CA



The City of Monterey Park, population 63,000, is located in the San Gabriel Valley, just east of Los Angeles. Incorporated on May 29, 1916, it is a City that combines almost a century of history and tradition with a modern approach to business, neighborhoods, people, and community.

Monterey Park is seeking a City Manager to serve as the Chief Executive Officer of the City under the direction of the City Council, and also serve as the Executive Director of the Community Redevelopment Agency. The incoming City Manager will provide overall direction and coordination of City operations and community redevelopment projects and will proactively monitor and evaluate services and programming to ensure their relevance with the community needs.

The successful candidate will possess the communication and interpersonal skills needed to work effectively with elected officials, City staff, the business community and the general public. The City has a 2009/10 adopted budget of \$81,784,141 and 405 employees. Operating departments in the City include Fire, Police, Human Resources & Risk Management, Management Services, Public Works, Library, Parks and Recreation, Economic Development and Development Services.

Candidates should possess a Bachelor's Degree in public administration or a closely related field. A Master's Degree is desirable. The salary for the City Manager will be open and dependent upon qualifications.

If you are interested in this outstanding opportunity, please apply on line at www.bobmurrayassoc.com. Please contact Bob Murray at (916) 784-9080 should you have any questions. Brochure available. **Closing date July 12, 2010.**





ARIZONA STATE UNIVERSITY

The School of Criminology and Criminal Justice invites applications for (3) tenure-track positions to begin in the Fall of 2011. One position will be filled at the rank of Full or Associate Professor, one at the rank of Assistant or Associate Professor, and one at the rank of Assistant Professor.

Required Qualifications include: At the rank of Assistant Professor: PhD in criminal justice, criminology, or related field; evidence of strong record in or promise of scholarly research and publications, and evidence of teaching effectiveness. Experience in funded research is strongly desirable. At the rank of Full or Associate Professor: PhD in criminal justice, criminology, or related field; evidence of strong record of scholarly research and publications, and evidence of teaching effectiveness. Experience in funded research is strongly desirable. At the rank of Associate Professor or Assistant Professor: PhD in criminal justice, criminology, or related field; evidence of strong record in or scholarly research and publications, and evidence of teaching effectiveness. Experience in funded research is strongly desirable.

Successful applicants must demonstrate the ability to contribute to the core research strengths of the School in the substantive areas of criminology, criminal justice, violence in society or program evaluation. The School of Criminology and Criminal Justice has a twenty member faculty and is in a period of dynamic growth, with outstanding support for research. The School of Criminology and Criminal Justice offers undergraduate, masters and doctoral degrees.

Please visit our web site at <http://ccj.asu.edu>.

Application Deadline: October 15, 2010; if not filled, each Monday thereafter until the search is closed.

Application Procedure: All application materials should be submitted electronically to Betty.Sedillo@asu.edu.

Application materials include: letter of application, curriculum vitae, and writing sample. ASU is an Equal Opportunity/Affirmative Action employer in policy and practice and the School actively seeks and supports a diverse workforce.

Background check required prior to employment.

Job # 9556



Vice- President for Academic and Student Affairs and Dean of The Faculty

Cayuga Community College seeks a Chief Academic Officer and Chief Student Affairs Officer to provide leadership in the planning, development, implementation and assesment of College educational offerings, academic programs and supporting student services.

Qualifications:

Earned doctorate in a academic or professional field required; master's degree and related professional experience may be considered. The college accepts only degree credentials from accredited institutions recognized by the U.S. Secretary of Education and the New York State Department of Education. Five years of relevant, progressively responsible administrative and leadership experience in post-secondary education. Commitment to a student-centered learning environment and student success. Positive organizational, interpersonal and communication skills, with the ability to work effectively in the current organizaional structure of division deans, directors and chairs. Three years of successful teaching experience at a college level. Knowledge of program development and outcomes assessment. Experience working with state and regional accrediting agencies. Functional understanding of the educational and administrative uses of computer technology with preference desired for the SunGard Banner System. Personal qualities of creativity, innovation and high energy in an environment that is fast-paced, multi-tasking, entrepreneurial and solutions-oriented. Outstanding oral, written and interpersonal communications skills. Experience collaborating effectively with all College stakeholders, including board members, school districts, government, community, students, faculty, staff and public.

Application Deadline:

Review of application will begin immediately with an anticipated start date of August 23, 2010. Applications received after June 30, 2010 will not be considered. Please note that only applications sent electronically will be considered.

To Apply:

Email letter of application and resume, photocopy of transcripts (original transcripts required at date of hire) and the names, addresses and telephone numbers of three current references to kelly.dudden@cayuga-cc.edu, Director of Human Resources, Cayuga Community College, 197 Franklin Street Auburn, NY 13021-3099.

Cayuga Community College is an Equal Opportunity/Affirmative Action Employer. We strongly encourage women and minorities to apply.



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