CAREER WORKLET

workday.

Select the **Career** icon on your dashboard



1. Click Santa Clara University Employment (Internal) under View.



2. Click the **Job Posting** link you wish to apply.



EDUCATION

3. Review the Job Posting Details. Click the **Apply** button.

View Job Posting Details Quarterly Adjunct Lecturer - Applied Mathematics (Pool) @		
Job Description	Apply	Refer
Position Title: Divatedy Advance Lectures - Applied Mathematics (Pos)		
Desition Tune'	Internal: Quarterly Adjunct	Lecturer - Applied Mathematics (Pool)
Fixed Term (Fixed Term)	Job Details	
Hiring Range:	oob betans	
To be determined.	Job Requisition ID	R314
Job Description:	Location	Santa Clara, CA
Purpose:	Posting Date	10/29/2019 - Today
The Department of Applied Mathematics seeks applications for quarterly adjunct lecturers (QALs) for the 2019-2020 academic year.	Job Family	Quarterly/Semester Fixed-Term Faculty
Santa Clara University operates on a quarter system. Each quarter (fall, winter, and spring) is 10 weeks long,	Time Type	Part time
with an extra week for final examinations. Graduate classes are typically held during the 7:10-9:00 a.m., 5:10-7:00 p.m., and 7:10-9:00 p.m. time alota.	Job Type	Fixed Term (Fixed Term)
QALs are allowed to teach up to 4 course equivalencies (CEs) per academic year with no more than 2 CEs in any particular quarter. Additionally, QALs are allowed to teach an additional 2 CEs during the summer terms.	Supervisory Organization	School of Engineering Unit (Elaine Scott)
Generally, course equivalencies are:	Recruiter	
UNDERGRADUATE	Melanie Massie	
4 unit lecture = 1 CE	Recruiter	
1 unit lab = 0.5 CE 1 unit lab with a teaching assistant (TA) = 0.25	Stephen Chiappari	

 Review your Profile. Make any necessary changes by clicking the Go to your profile button.

We appreciate your participation in this process!	STAFF POSITIONS: Please keep in mind that your performance documents as well as cont this time of your application to this position	as a current SCU employee, in addition to the standard reference checks, the hiring manager may review lact your current supervisor. If you did not list your current supervisor as a reference, please advise them in
Job History www.entend Education www.entend Certifications	We appreciate your participation in this pro-	rssi
Contentional Education Certifications	Job History	Need to make changes?
Education Certifications	none entered	Go to your people
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5. Resume / Cover Letter section: Attach your CV here.

Drop files here
or
Select files

6. General Information section: Respond to questions.

ulty Internal Additional Information					
neral Information:					
Are yo	ou a current SCU student or have you attended SCU in the past? (Required)				
	Yes, I am an active SCU Student				
	Yes, I am a former SCU Student				
	No, I have not attended SCU as a student and I am not a former SCU Student				
Can y	ou provide proof, if hired, of your legal right to work in the United States? (Required)				
	Yes				
	No				
Do yo	u have a terminal degree? (Required)				
Do yo	u have a terminal degree? (Required) Yes				
Do yo	u have a terminal degree? (Required) Yes No				
Do yo	u have a terminal degree? (Required) Yes No you taught a related course in the specified academic field? (Required)				
Do yo	u have a terminal degree? (Required) Yes No you taught a related course in the specified academic field? (Required) Yes				

7. Faculty Additional Documents section: Upload and attach any documents requested by the recruiter as described in the job posting details. <u>Note</u>: You may upload a maximum of 5 uploads per box and with a file limit size of 5mb for each document.

pload any supporting documentation as o	putlined in the job description
xamples may include:	
Letter of Interest	
Curriculum Vitae	
Syllabi and Teaching Evaluations	
Contract Information for three professions	l references
Reference letters (if requested in job desc	ription)
V 1 2	
Supporting documents are limited to 5 M	IB for each document upload and a maximum of 5 uploads per box
Contact Information for References.	
Please include the Name, Email, Phone	Number, and Relationship in the document.
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	or
	Salast files
	Select mes
Please Upload Supporting Documents:	Drop files here
Please Upload Supporting Documents:	Drop files here
Please Upload Supporting Documents:	Drop files here or
Please Upload Supporting Documents:	Drop files here
Please Upload Supporting Documents:	Drop files here

8. Click Submit.