

Human Resources  
5055 Santa Teresa Blvd.  
Gilroy, CA 95020  
Phone: (408) 852-2823 Fax: (408) 846-4944

**HEATING, VENTILATING, AIR CONDITIONING, REFRIGERATION  
(HVAC)  
PART-TIME INSTRUCTOR  
(PART-TIME – NOT TO EXCEED 67% OF A FULL-TIME LOAD)  
Open Until Filled**

**CAREER TECHNICAL EDUCATION** – Contact: Dean Sherrean Carr at (408) 848-4757 or [scarr@gavilan.edu](mailto:scarr@gavilan.edu)

**HEATING, VENTILATING, AIR CONDITIONING, REFRIGERATION (HVAC)**

Requirements: Any associate's degree and six years of professional experience, or any bachelor's degree and two years of professional experience.

This position requires development and review of curriculum, as well as, assessment of student learning.

**HOW TO APPLY**

Please note: This position is an on-campus assignment; there is no distance education (on-line) teaching assignment available. If you are interested in this part time position and meet the minimum qualifications, please submit the following directly to the contact listed. You may also fax (408-846-4944) or e-mail to [HR@Gavilan.edu](mailto:HR@Gavilan.edu):

- **Cover letter indicating why you are interested in the position (required).**
- **Current resume (required)**
- **Unofficial transcripts (required - official transcripts will be required if hired for the position)**
- **Academic Application(optional, however, required if selected for the position):**  
<http://www.gavilan.edu/jobs/apps/admin-app.pdf>
- **Applicants who do not meet minimum qualifications must submit Supplemental Application for Equivalency (details listed below).**

**MINIMUM QUALIFICATIONS FOR FACULTY/ADMINISTRATORS**

All applicants for academic service must meet the minimum qualifications for the discipline as specified in [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#), published by the Board of Governors of the California Community Colleges. All degrees and credits earned in fulfillment of minimum requirements must be from accredited institutions. Applicants who do not meet the minimum stated educational qualifications may apply for equivalency by submitting the [Supplemental Application for Equivalency](#).

**FOREIGN DEGREE HOLDERS**

For positions requiring a degree, all foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major, and the Foreign Credential Evaluation must be attached to your application before your application will be considered. Not attaching your Foreign Credential Evaluation will render your application incomplete. Evaluations should provide the name of the institution attended, a description of your credentials, the major field of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#). Note: Even if you obtained your graduate degree(s) in the U.S., you must attach a Foreign Credential Evaluation for your undergraduate degree if it was obtained outside the U.S.

**NON-DISCRIMINATION**

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application please contact the Human Resources Office at (408)848-4753.