

(revised and reposted 2/15/2018)

## **BIOTECHNOLOGY INSTRUCTOR – BIOMANUFACTURING (two positions)**

**Closing Date: Wednesday, March 21, 2018**

**POSITIONS AVAILABLE:** MiraCosta College invites applications for two full-time (10 months per year), tenure-track faculty positions in biomanufacturing, based in the Department of Biotechnology, beginning in August 2018.

### **BACKGROUND:**

The Department of Biotechnology is seeking two individuals with education and biotechnology industry experience who will provide instruction in support of both upper and lower division biomanufacturing programs. MiraCosta currently offers lecture and lab-based coursework leading to certificates, an associate degree, and a newly launched bachelor's degree in biomanufacturing. The persons selected will share leadership roles with other full-time instructors in developing curriculum for lower and upper division coursework in manufacturing science and technology and quality and compliance.

Students take courses in the Biotechnology Department to prepare for transfer, professional development, and/or for employment in the biotechnology industry through a variety of certificate and degree programs. The department values hands-on education in biotechnology/biomanufacturing and is supported by a dedicated training facility on the Oceanside campus that is well-equipped for instruction in research, development, and production. Our department currently consists of two full-time faculty members committed to providing students with a learning experience that is diverse, rich, and academically rigorous.

MiraCosta students are diverse in age and represent all of California's major racial/ethnic groups. The credit student population in 2017 is approximately 44% White, 37% Latinx, 8% Asian/Pacific Islander, 3% Black/African American, 1% American Indian/Alaska Native, and 7% multiracial. Diversity is also evidenced by student-veterans, re-entry students, students with disabilities, international students, and LGBTQIA+. The college was designated as a Hispanic Serving Institution (HSI) in 2013 and is also a military-friendly organization. This designation reflects the great responsibility that MiraCosta has to the educational attainment and economic well-being of the surrounding community. The successful candidate will join a campus that exhibits its dedication to its students and faculty through offering robust, culturally responsive events, including speaker series dedicated to heritage month events through the Social Justice and Equity Center.

MiraCosta College is an Equal Opportunity Employer and is committed to providing an educational environment that affirms and supports diversity in its faculty, staff, and administration, and promoting an environment of inclusion. The college's commitment to diversity, equity and inclusion is expressed in the policy found at

<http://www.miracosta.edu/officeofthepresident/board/downloads/3400BP-Diversity-Equity-Inclusion-Adopted4-6-16.pdf>.

### **REPRESENTATIVE DUTIES**

**(E = essential job function)**

Duties and responsibilities may include, but are not limited to, the following:

1. Provide instruction in one or more areas of the biotechnology program, primarily in the upper and lower division coursework related to the bachelor's degree, associate degree, and certificates in biomanufacturing. **(E)**

2. Participate in typical departmental and faculty functions such as service on hiring committees, performance of faculty evaluations, collaboration with staff, and participation in department meetings. **(E)**
3. Work in collaboration with other full-time instructors of the Biotechnology Department in coordinating curriculum and mentoring associate faculty in biomanufacturing-related courses. **(E)**
4. Lead in developing and maintaining instructional support materials for upper division coursework in biomanufacturing.
5. Create, review, develop and evaluate courses (online and on-ground), certificates, and programs in collaboration with Biotechnology Department faculty, as appropriate. **(E)**
6. Develop and oversee processes and procedures for maintaining critical instructional equipment related to biomanufacturing.
7. Participate in the development, assessment and evaluation of student learning outcomes (SLOs). **(E)**
8. Respond, as appropriate, to local, state, and national funded grant opportunities to support post-secondary education.
9. Serve as a liaison between the San Diego biomanufacturing community and the Biotechnology Department. **(E)**
10. Participate in the tenure review process as described in the "Criteria for Evaluation" at <http://www.miracosta.edu/administrative/hr/downloads/CriteriaForEvaluation.pdf>.
11. Assist in recruiting students and promoting the biomanufacturing/biotechnology program through participation in college-sponsored events, student clubs, and educational and industry outreach. **(E)**
12. Participate in institutional service, which includes college-wide committee work and collegial governance.
13. Continue to maintain currency in areas appropriate to the position.

#### **MINIMUM QUALIFICATIONS:**

**To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:**

1. any Bachelor's degree AND two years of professional experience (direct work experience in technical scientific settings [academic or industry] engaged in development, manufacturing, and/or testing of biological materials and/or products. Individuals working in these settings may have experience on either the production or quality side of the operations; their experience may also be a combination of these duties. For production work, individuals should have direct experience in the use of technical equipment and reagents, maintaining appropriate documentation and data collection, and executing scientific procedures and/or experiments. For quality work, individuals should have direct experience in the systems requirements within quality assurance, the technical testing in quality control, and/or the strategies and communications in regulatory affairs.); OR

2. any Associate degree AND six years of professional experience (direct work experience in technical scientific settings [academic or industry] engaged in development, manufacturing, and/or testing of biological materials and/or products. Individuals working in these settings may have experience on either the production or quality side of the operations; their experience may also be a combination of these duties. For production work, individuals should have direct experience in the use of technical equipment and reagents, maintaining appropriate documentation and data collection, and executing scientific procedures and/or experiments. For quality work, individuals should have direct experience in the systems requirements within quality assurance, the technical testing in quality control, and/or the strategies and communications in regulatory affairs.); OR
3. the equivalent. Applicants who do not possess a degree that meets the requirements listed above must attach an equivalency narrative and supporting documentation at the time of application. Instructions can be found at [http://www.miracosta.edu/administrative/hr/downloads/Equivalency\\_009.pdf](http://www.miracosta.edu/administrative/hr/downloads/Equivalency_009.pdf) – use the guidelines under Section C; AND
4. sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

#### **DESIRABLE QUALIFICATIONS**

1. A Bachelor's degree in a scientific or engineering discipline and a Master's degree in a scientific, quality, engineering, regulatory, business, or quantitative discipline.  
Instructional assignment to upper division courses is contingent upon the possession of a Master's degree.
2. Recent work experience in Bio/Pharma/Medical Device/food manufacturing and/or quality.
3. Recent experience providing teaching/training of science-based content within a college or industry setting that includes the ability to identify, design/modify, and deliver successful instruction.
4. Demonstrated ability to see complex projects through a cycle of inception of idea, team dynamics, timelines, and closure.
5. Currency with industry standards (FDA and ICH) for quality systems, including cGMP and GLP.
6. Demonstrated experience with data analysis and the application of statistical techniques in support of manufacturing and/or quality
7. Demonstrated leadership and initiative when working in environments with little supervision.
8. Demonstrated ability to work with, interact with, and effectively instruct individuals from broad backgrounds and abilities and a commitment to the community college objective of providing high quality and high impact instruction for students of diverse abilities, interests, and cultural backgrounds.
9. Commitment to examine, reflect, and modify instructional, relational, and classroom practices to more effectively engage and support disproportionately impacted student populations with a goal of closing equity gaps (see Student Equity website at <http://www.miracosta.edu/studentservices/studentequity/index.html>).
10. Demonstrated willingness to serve as a college and program ambassador interfacing with

the biotechnology/biomanufacturing industry, trade organizations, higher education, high schools, and San Diego County economic development organizations.

11. Ability to contribute to the mission of the college.

#### **WORKLOAD AND OTHER EMPLOYMENT INFORMATION:**

These positions are on a 10-month, 176-day contract. The standard contractual work week for these positions is forty (40) hours consisting of thirty (30) hours of instructional time, curriculum development, preparation and student evaluation (contact hours and preparation hours). The remaining time will consist of five (5) student hours (of which at least two (2) hours must be designated office hours), and five (5) institutional service hours. The persons selected for these positions will be assigned a Faculty Service Area (FSA) in Biotechnology and will be subject to assignment to any district facility during any hours of operation. Adherence to all District policies and procedures is expected.

#### **SALARY AND BENEFITS:**

For current salary schedule and salary class descriptions, go to

<http://www.miracosta.edu/administrative/hr/downloads/SalaryScheduleAndSalaryClassDescrip2017-18.pdf>.

MiraCosta College offers a comprehensive package of benefits, which includes employer-paid medical, dental, and vision plans for employee and dependents; \$100,000 employee life insurance; and other optional coverages. Faculty members are also covered under the California State Teachers' Retirement System (CalSTRS).

#### **APPLICATION PROCEDURE:**

**Apply and submit application materials online at <https://jobs.miracosta.edu>.** Once you're in the online system, we strongly advise you to read the information on "How to Apply" and the FAQs (Frequently Asked Questions) before starting the application process.

Submit the following documents directly in the online system and finish applying and receive a confirmation number by 11:59 PM on the closing date:

1. An Application for Academic Employment
2. A current resume or curriculum vitae (2 pages, maximum) summarizing your educational background and biomanufacturing industry experience.
3. A personal statement (2-3 pages, maximum; attach this document to the "Other Document 1" link) addressed to the "Screening and Interview Committee," specifically describing how you meet each of the (11) desirable qualifications.
4. Transcripts.

Transcripts of ALL college degrees/coursework needed to qualify for these positions; unofficial or legible copies are acceptable but must indicate that the degree(s) has been conferred, if applicable. A diploma will not be accepted in lieu of transcripts. An equivalency narrative and supporting documentation must be submitted at the time of application if (i) you do not possess a degree that meets the requirements listed in the Minimum Qualifications section or (ii) your qualifying degree will not be awarded before the position begins. (View the instructions for equivalency requests at [http://www.miracosta.edu/administrative/hr/downloads/Equivalency\\_009.pdf](http://www.miracosta.edu/administrative/hr/downloads/Equivalency_009.pdf) -- use the guidelines under Section C.)

If your qualifying degree is in progress but will be conferred *BEFORE* these positions begin in August 2018, then you must also include a written statement from your adviser indicating the anticipated degree CONFERRAL date.

All degrees and units used to satisfy the minimum qualifications must be from postsecondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If your degree/coursework is from a college or university **anywhere outside of the United States**, you must submit a detailed evaluation from a professional evaluation agency. A partial list of agencies can be found at <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.

**NOTE:** When you "APPLY FOR THIS POSTING," you will be asked to answer the additional question(s) listed below. Your answer(s) will appear toward the bottom of the application form.

- MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students from diverse socioeconomic and cultural backgrounds who possess a range of abilities, academic preparation, and life experiences. Please describe what qualifications and/or experiences have prepared you to contribute to the fulfillment of the College's goals for equity and inclusion.
- Prior formal teaching experience at the college level is not a requirement to apply for this position. Have you taught at the college level? (Yes/No)
- If you have taught at the college level, please list the course(s) you have taught, preferably including specific course numbers, course titles, institutions and dates. If not applicable, type "N/A."
- If you have not taught at the college level, please describe your teaching/mentoring experience of individuals in other academic or industry settings. If not applicable, type "N/A."
- You can review the descriptions for our biomanufacturing courses by going to <http://catalog.miracosta.edu/disciplines/biotechnology/> and then clicking on the "Courses" button. We don't expect any given individual to have the professional expertise to teach every course in the program. For each course listed below, indicate with the appropriate number if you:
  - (1) have extensive subject matter knowledge to provide instruction in this area; or
  - (2) are familiar with the content and could provide quality instruction in this area; or
  - (3) would be open to professional development opportunities to prepare yourself to deliver quality instruction in this area.

LIST OF COURSES:

- BTEC 110 Basic Techniques in Biotechnology
- BTEC 120 Business & Regulatory Practices in Biotechnology
- BTEC 180 Biostatistics
- BTEC 210 Data Analysis with Excel
- BTEC 211 Technical Writing for Regulated Environments
- BTEC 221 Bioprocessing: Cell Culture and Scale-up

- BTEC 222 Bioprocessing: Large Scale Purification
- BTEC 300 Supply Chain and Enterprise Resource Planning in Biomanufacturing
- BTEC 310 Biomanufacturing Process Sciences
- BTEC 320 Design of Experiments for Biomanufacturing
- BTEC 330 Advanced Topics in Quality Assurance and Regulatory Affairs
- BTEC 340 Six Sigma and Lean Manufacturing
- BTEC 360 Design of Biomanufacturing Facilities, Critical Utilities, Processes, and Equipment
- BTEC 400 Bioprocess Monitoring and Control
- BTEC 410 Methods in Quality, Improvements, Investigations, and Audits
- BTEC 460 Capstone Seminar in Biomanufacturing Technologies
- BTEC 470 Capstone Seminar in Biomanufacturing Quality

Individuals with qualified disabilities who need accommodation with any aspect of the application and/or interview process should contact Human Resources at 760.795.6854 at least five days prior to the closing date.

The screening and interview committee will review application materials two to five weeks following the closing date. Applicants selected for interview will be contacted by phone; those not selected will be notified by e-mail. For interviewees, the selection process will include a panel interview, as well as possible teaching demonstration and written exercise. Interview candidates coming from out of state or over 300 miles away will be reimbursed for travel expenses up to \$500 for both initial and final interviews.

#### **OFFER OF EMPLOYMENT:**

An offer of employment to the persons selected for these positions is contingent upon 1) successful completion of a pre-placement physical exam at district expense, 2) submission of a current tuberculosis clearance certificate, 3) proof of eligibility to work in the United States, 4) fingerprint clearance, and 5) approval by the Board of Trustees.

#### **PHYSICAL EFFORT OF THE POSITION:**

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at a computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

#### **EMOTIONAL EFFORT OF THE POSITION:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

#### **WORKING CONDITIONS OF THE POSITION:**

Primarily works in an office, instructional lab or classroom environment; work with instrumentation related to a biotechnology environment; subject to exposure to odors/fumes from chemical waste, volatile, hazardous organic solvents and typical reagents in a biotechnology lab; subject to heat exposure from an autoclave. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May be required to work at any district location or authorized facility during day and/or evening hours with occasional evenings and/or weekends on an as-needed basis; occasional local travel may be requested.

**MISSION STATEMENT AND INSTITUTIONAL GOALS:**

The MiraCosta Community College District mission is to provide superior educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers undergraduate degrees, university-transfer courses, career- and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

Goal I. MiraCosta Community College District will become a vanguard educational institution committed to innovation and researched best practices, broad access to higher education, and environmental sustainability.

Goal II. MiraCosta Community College District will become the institution where each student has a high probability of achieving academic success.

Goal III. MiraCosta Community College District will institutionalize effective planning processes through the systematic use of data to make decisions.

Goal IV. MiraCosta Community College District will demonstrate high standards of stewardship and fiscal prudence.

Goal V. MiraCosta Community College District will be a conscientious community partner.

**THE DISTRICT, STAFF AND STUDENTS:**

The MiraCosta Community College District is one of California's 114 public community colleges. The district includes the communities of Oceanside, Carlsbad, Encinitas, Cardiff, Olivenhain, Leucadia, Solana Beach, Rancho Santa Fe, Del Mar, Carmel Valley, and parts of Camp Pendleton. The single college district is governed by a seven-member Board of Trustees who are elected from each of the district's seven communities.

MiraCosta offers undergraduate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities, as well as a Bachelor of Science degree in Biomanufacturing.

The college's fee-based Community Education program provides a wide variety of classes, workshops, and excursions. Tuition-free, noncredit classes also present a variety of learning opportunities at the Community Learning Center and throughout the community. In addition, the college partners with the North San Diego Small Business Development Center and hosts the Veterans Business Outreach Center.

MiraCosta College employs 204 full-time faculty, 368 regular classified staff, 13 classified administrators and 16 academic administrators. An additional 673 associate faculty work in the credit and noncredit programs, and about 150 educators or contract staff provide community education and workforce development activities.

**THE SITES:**

The district operates two campuses and two centers.

The Oceanside Campus (OC) moved to its 121.5-acre site in 1964 and houses a comprehensive public community college offering credit, fee-based, and noncredit courses. In the 2016-17 academic year, the college offered general education credit courses that applied toward 66 associate degrees, 50 Certificates of Proficiency, and 61 Certificates of Achievement. Some noncredit classes and community services courses are also offered on this campus. Approximately 10,500 students, the majority of the district's students, attend the Oceanside Campus.

The San Elijo Campus (SAN) in Cardiff is positioned as the district's transfer-focused site and offers a wide range of credit courses leading to transfer and almost 40 associate degrees and career certificates. Each semester, more than 200 sections are offered on this campus to a student body of more than 3,000 students, with support networks in tutoring, counseling, library, wellbeing, and student activities. A rich variety of community events and workshops are also offered year-round at the San Elijo Campus.

The Community Learning Center (CLC) opened in fall 2000, serves approximately 2,500 students, and is located on 7.6 acres in downtown Oceanside. The CLC hosts a wide variety of noncredit programs, including English as a Second Language, the Adult High School Diploma Program, classes for older adults, health classes, parenting classes, and classes for those who are physically and mentally challenged. The center also houses the Cisco Networking Academy, which prepares students for computer industry certifications. Credit courses that fulfill general education requirements are also offered at this site and are intended to support students' transition from noncredit to credit enrollment.

MiraCosta College's Technology Career Institute (TCI) in Carlsbad is part of MiraCosta College's Career Education Department. It offers our local community members the opportunity to enhance their lives and their careers with low-cost, hassle-free classes, workshops, and programs. From enrichment classes to job training programs, the TCI provides the types of classes that make it easy for students to reach their goals, no matter what age. All of the programs and classes at the TCI are fee-based and not-for-credit. The TCI offers classes and certificate programs to skilled workers in industries such as high-tech manufacturing, maritime technology, and emerging technologies.

The Small Business Development Center (SBDC) provides resources, workshops, and leadership programs for small businesses and serves all of North San Diego and Imperial Counties. The Veterans Business Outreach Center (VBOC) provides entrepreneurial development services such as business training, counseling, and mentoring, as well as referrals for eligible veterans and military spouses owning or considering starting a small business enterprise in Santa Barbara, Ventura, Los Angeles, Orange, Riverside, San Bernardino, San Diego and Imperial Counties.

MiraCosta College began offering online courses in 1995. The district typically offers approximately 275 fully online class sections each semester, with another 170 sections offered partially online.

#### **ACCREDITATION:**

MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education and approved by the California State Department of Education Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the GI Bill of Regulations. The University of California, California State Universities, and private universities of high rank give credit for transfer courses completed at MiraCosta College.

Specific MiraCosta College programs have additional accreditation through their respective agencies: California State Board of Registered Nursing, Commission on Accreditation of Allied Health Education Programs, State Board of Vocational Nurse and Psychiatric Technicians, California Department of Public Health Aide and Technician Certification Section, Commission on Peace Officer Standards and Training, National Certification Board for Therapeutic Massage and Bodywork, and Accrediting Commission for Schools, Western Association of Schools and Colleges (Adult High School).

#### **THE AREA:**



Situated between San Diego and Los Angeles, MiraCosta College benefits from multicultural influences and cultural opportunities. Interstate 5, Amtrak, and Carlsbad regional airport provide easy access to either metropolis and to Mexico. The district, which extends 25 miles along the Pacific Ocean from Camp Pendleton Marine Corps Base to the city of San Diego, attracts diverse ethnic and socioeconomic populations who live in urban and suburban communities. The intellectual environment is enhanced by the college's proximity to the University of California San Diego, California State University San Marcos, and other institutions of higher education. Along with numerous theaters, galleries, and museums, residents enjoy a moderate, year-round climate, which provides many opportunities for outdoor activities.

**CAMPUS SAFETY:**

As per the Clery Act of 1998, the campus security report can be found at [http://www.miracosta.edu/student services/police/downloads/safety\\_report.pdf](http://www.miracosta.edu/student services/police/downloads/safety_report.pdf)

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