



Igreentree Online Applicant Tracking System

<https://elcamino.igreentree.com> OR

www.elcamino.edu

Click on Employment Opportunities

HELPFUL HINTS

- Keep It Simple
 - ...Read the job announcement carefully and only submit the documents requested
- If documents are required, be prepared
 - ...Have your documents ready to upload in the format requested
 - ...There are limits to the size of documents loaded (32MB). Trying to load a file that's too large may result in an error message
 - ... If you are editing a document and have tracked your changes, make sure you finalize your document

To whom it may concern,

I am writing to apply for the ~~tenure-track~~part-time physics instructor as indicated in the California Community College and ~~Santa Monica City~~VenturaEl Camino College websites. As requested, I am enclosing a completed job application, transcripts, my resume, and several references.

~~I am very excited about this opportunity.~~ ~~Mathematics, Astronomy, Physics~~Physics, teaching, and learning are passions of mine. ~~—You'll see that my education and experience and my education bear out this statement.~~ ~~I believe that~~Therefore, I will ~~make me~~be a very competitive candidate for the position, and a significant member of the ~~SMC Santa Monica~~VenturaEl Camino ~~City~~College team.

To summarize my background

- PhD in Physics from UCSB, 9 years of advanced research
- I'm currently a part-time faculty instructor teaching Astronomy at Los Angeles City College and Chaffey. I'll be teaching an Astronomy Lab class this winter at Citrus. In addition, I've been helping out at Cerritos as well.
- Part of the requirements for physics ~~A~~advanced physics degrees at SDSU ~~San Diego State University~~ and UCSB ~~University of California Santa Barbara~~ required Teaching Experience. ~~During my tenure at both institutions,~~I've spent an aggregate of at least 3-2 years as a TA ~~Teaching Assistant~~ for lower and upper division courses. ~~at San Diego State University and University of California Santa Barbara~~
- ~~I believe that my best evidence for communicating with my~~My activity in the physics colleagues community is best indicated as I was ~~includes being~~I was a team member of the TPC/2gamma experiment at the Stanford Linear Accelerator Center. I am an author or coauthor on 45 papers, and responsible for a first measurement paper on the Q-squared characteristic of the eta form factor. This paper has been cited 80 times; the last time was in Phys Rev D (March 2009).

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... No tiff files - we can't open these

... Do not load all required documents as one file



Please submit any of the following documents you would like to include with your application (Documents with a [✓] denote the document has been received for that line item):

Cover Letter in Word format:

Required before your application will be fully considered.

Document to support request for equivalencies:

Required if minimum quals on announcement are not met

ECC10 Form:

LOAD ONLY CONVICTION DOCUMENTS HERE

Recommendation Letter#1:

Highly desirable

Recommendation Letter#2:

Highly desirable

Recommendation Letter#3:

Highly desirable

Resume in Word format:

Required before your application will be fully considered.

Unofficial transcripts:

Pertinent transcript(s) as stated in req quals. Must have school name and degree posted.
Required before your application will be fully considered.

Valid Community College Credential:

Required if this is how you meet minimum quals



-017

View App

View All Applicants

Delete

Save

Cancel

Close

ID	Pre-Screen	Req Date	Result	Result Date	Result Updated By	App Status	CSS Required Docs	Comments
27825		11/23/2012	A.R.D.N.S	12/03/2012	McCoy, Roxanne		Incomplete	
23407		11/08/2012	A.R.D.N.S	11/08/2012	McCoy, Roxanne		Incomplete	
27930		12/06/2012	New Applicant	12/06/2012	CSS,		Incomplete	
18792		11/08/2012	A.R.D.N.S	11/08/2012	McCoy, Roxanne		Incomplete	
27659		11/08/2012	Screened	11/08/2012	McCoy, Roxanne		Completed	
20063		11/09/2012	Review for Equiv	12/03/2012	McCoy, Roxanne		Completed	
27809		11/19/2012	New Applicant	11/19/2012	CSS,		Completed	
27849		12/05/2012	New Applicant	12/05/2012	CSS,		Completed	
27718		12/04/2012	New Applicant	12/04/2012	CSS,		Completed	

- Check your answers on your profile carefully before submitting your application

Once you submit your application no changes can be made to this document by you or the recruiter

- Don't load any type of document in the ECC10 area except a document related to a conviction. Why?

Documents loaded here are considered highly confidential and therefore cannot be viewed by any committee members.



HUMAN RESOURCES

Benefits

Distinguished Staff Award

Employee/Labor Relations

Job Descriptions

Organizational Chart

Phone Numbers

Program Review

Salaries

Welcome

My Home Page

Find Jobs

My Profile

Application Status

Job Alerts

Sign Out

ADD NOTE

Our records indicate that you have already applied for the **Custodian - Temporary On-Call Pool** position.

If you would like to submit additional information related to your application for this position, please enter it in the box below and press Submit.

Please submit any of the following documents you would like to include with your application (Documents with a [✓] denote the document has been received for that line item):

ECC10 Form:

Browse...

ONLY LOAD DUCMENTS RELATED TO CONVICTION(S) HERE

Submit Cancel

 Help

Check Your Status Online

Important information regarding your application may be waiting for you.



Thank you for your interest in career opportunities with El Camino College.

Your job applications are listed below, beginning with your most recent application.

If you have applied in error, or you no longer wish to be considered for a position, please click **[Withdraw My Application]** next to that position. Positions which do not display **[Withdraw My Application]** are no longer open.

Application Status

View App	Job Number	Title	Date Applied	Status Date	Status	Active	Required Documents Received
	C0910-017	Clerical Assistant - Behavioral/Social Sciences	05/21/2010	03/19/2012	Documents loaded incorrectly - Documents must be loaded in appropriate field provided. Please contact the recruiter prior to closing date in order for your application to move forward.		No Required Documents.
	C0809-000	DEMO - PLEASE DO NOT APPLY, FOR TESTING PURPOSES ONLY	03/30/2009	04/10/2012	Application ready for committee review.		All Required Documents Received.
	C0809-003	Student Svcs Technician	03/26/2009	12/10/2010	App reviewed by committee, not selected for interview		No Required Documents.



Warning!

- Never, ever, ever, withdraw your application unless that is **really** what you want to do.



View My Application Status

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Application Status

View App	Job Number	Title	Date Applied	Status Date	Status	Active	Required Documents Received
	A1213-018	Part Time Temporary Instructor - Sociology	12/05/2012	12/05/2012	All Required Documents have NOT been received.	X [Withdraw My Application]	Documents Required



EL CAMINO COLLEGE

Welcome | My Home Page | Find Jobs | My Profile | **Application Status** | Job Alerts | Sign Out

View My Application Status

Thank you for your interest in career opportunities with El Camino College.

Your job applications are listed below, beginning with the most recent.

If you have applied in error, or you no longer wish to be considered for this position, you may click on the **[Withdraw My Application]** link.

Message from webpage

Are you sure you want to remove yourself from consideration for this position? If you withdraw you will not be able to re-apply for this position.

OK Cancel

Position. Positions which do not display

Application Status

View App	Job Number	Title	Application Date	Expiration Date	Status	Required Documents Received
	A1213-018	Part Time Temporary Instructor - Sociology	12/05/2012	12/05/2012	All Required Documents have NOT been received.	X [Withdraw My Application] Documents Required

[Help](#)

- You will **not** be able to re-apply.
- If you are having a problem, call, we may be able to assist.



MOST IMPORTANT HINT

- Don't wait until the last minute to apply.
- It's nice to have until midnight, but no one is here to assist you if you are having problems, and once the position has closed, it will be too late to submit items.