



# San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

## Contract Hire Application Guide

- Apply at [www.sdccdjobs.com](http://www.sdccdjobs.com) and select “[Academic Positions](#)” or “[Classified Positions](#)” to search for positions you are interested in.
- Submit a COMPLETE application (including Educational and Employment History)
- Resumes will not be considered in lieu of application. Be sure to complete each required field on the application and provide details as needed.
- Ensure that all required fields (marked with an asterisk\*) are completed and in the necessary format for the field. Use drop-down calendars for date fields to be sure the format is correct.
- Personal profile data is retained online indefinitely, and you can update your qualifications at any time.
- For Academic Positions, make sure you meet Minimum Qualifications (check the Qualifications section in each job posting).
- If you do not meet the Minimum Qualifications, or if you anticipate receiving the required degree prior to the start of teaching classes, you can [Request for an Equivalency](#) and upload it to your application.
- If you have a foreign degree from colleges and universities outside the U.S., you must also complete a [foreign degree evaluation](#) completed by a professional association that is a member of the National Association of Credential Evaluation Services (NACES) or Academic Credentials Evaluation Institute, INC. (ACEI) and upload your application.
- Once you fully complete the application and upload the required documents, then your application can be certified and submitted online.
- A confirmation number is automatically emailed when you have successfully applied. This is your proof of submission – please retain this.
- Unofficial Transcripts need to reflect conferral dates.
- If applying and date is not on the unofficial transcript, Equivalency is needed or Letter from Registrar confirming that degree will be conferred.
- Remember: Incomplete applications will not be considered for interview!

## Application Do's & Don'ts

- Complete all sections of the application. Not doing so will make your application incomplete. Do not type “See Resume” or “Refer to Resume”.
- No photos or images on your resume or cover letter. These will be removed if added.
- Answer all the Supplemental Questions. Please be thoughtful and detailed in your responses – use complete sentences and answer all parts of the question.
- Check that uploaded documents are correct.
- Update your References information.
- If you attended more than one school, combine your unofficial transcripts into one PDF.
- If the file is too big, compress your PDF (maximum size is 9MB).
- If you submit your application but want to make changes, do not withdraw your application. Contact our office directly to reactivate.

For any questions, please email [jobs@sdccd.edu](mailto:jobs@sdccd.edu).



## Adjunct Hire Application Guide

- Apply at [www.sdccdjobs.com](http://www.sdccdjobs.com) and select “[Part-Time/Substitute Faculty Positions](#)” to search for positions you are interested in.
- Be sure you meet [Minimum Qualifications](#) (check the Qualifications section in each job posting).
- Submit a COMPLETE application (including Education and Employment History).
- Resumes will not be considered in lieu of application. Be sure to complete each required field on the application and provide details as needed.
- Ensure that all required fields (marked with an asterisk\*) are completed and in the necessary format for the field. Use drop-down calendars for date fields to be sure the format is correct.
- Personal profile data is retained online indefinitely, and you may update your qualifications at any time.
- If you do not meet the Minimum Qualifications, or if you anticipate receiving the required degree prior to the start of teaching classes, you may [Request for an Equivalency](#) and upload it to your application.
- If you have a foreign degree from a college and university outside the U.S., you must also complete a [foreign degree evaluation](#) completed by a professional association that is a member of the National Association of Credential Evaluation Services (NACES) or Academic Credentials Evaluation Institute, INC. (ACEI) and upload to attach to your application.
- Once you fully complete the application and upload the required documents, your application may be certified and submitted online.
- A confirmation number is automatically emailed when you have successfully applied. This is your proof of submission – please retain this.
- Adjunct applications that have been attached to a specific posting remain active for one year. The applicant will receive an auto-email notice of the expiration date and an invitation to reapply.
- Unofficial Transcripts need to reflect conferral dates.
- If applying and date is not on the unofficial transcript, Equivalency is needed OR Letter from Registrar confirming that degree will be conferred.
- Remember: Incomplete applications will not be considered for interview!

## Application Do's & Don'ts

- Complete all sections of the application. Not doing so will make your application incomplete. Do not type “See Resume” or “Refer to Resume”.
- No photos or images on your resume or cover letter. These will be removed if added.
- Answer all the Supplemental Questions. Please be thoughtful and detailed in your responses – use complete sentences and answer all parts of the question.
- Check the uploaded documents are correct.
- Update your References information.
- If you attended more than one school, combine your unofficial transcripts into one PDF.
- If the file is too big, compress your PDF (maximum size is 9MB).
- If you submit your application but want to make changes, do not withdraw your application. Contact our office directly to reactivate.

For any questions, please email [jobs@sdccd.edu](mailto:jobs@sdccd.edu).