

Application Packet Instructions - Management Positions

Your application packet WILL NOT be considered unless the following items are received:

1. **Yuba Community College District Management Application**
 - a. Six (6) landscape pages
 - b. Interview Accommodation and Conviction Disclosure Information
2. **Resume/Curriculum Vitae**
3. **Transcripts** - Graduate and Undergraduate (unofficial transcripts and copies will be accepted)
4. **Role Statement** - Short essay – Role of the Community College and the Nature of its Students
5. **Diversity Statement** - Include a separate sheet on which you discuss your qualifications which will enhance your ability to work with culturally diverse and/or minority groups and multi-ethnic programs.
6. **Cover letter/letter of interest**

Please Note:

- **Classified Supervisor positions require that you complete the Classified application, not the Management application.**
- Submit 2 copies of your entire application packet – do not use staples or print back to back.
- Emailed, faxed or postmarked materials are not accepted.
- Items listed above must be submitted no later than 12:00 noon on the final filing date - **there are no exceptions.**
- All application materials (**items 1-6 above**) must be received or dropped off at one of the locations listed below by the final filing date and time, or your application packet will not be considered.

Yuba Community College District

Human Resources - Building 100A Room 21
2088 North Beale Road
Marysville, CA 95901

Clear Lake Campus

Administration Office, Building 400
15880 Dam Road Exit
Clearlake, CA 95422

Woodland Community College

Administration Office, Building 100
2300 E. Gibson Road
Woodland, CA 95776