

Application Packet Instructions – Faculty Diversity Internship Program

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

1. **Yuba Community College District Academic 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. **Three (3) current letters of recommendation**
7. **Cover letter/letter of interest**
8. **If you have not yet received your degree, you must submit a letter from the Dept Chair verifying that at least half of the course requirements have been completed.**

Please Note:

- Submit 1 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 1-8 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