

## MT. SAN ANTONIO COLLEGE

Human Resources

### REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

**\*\*This form is used to gain approval prior to recruiting for a position.**

**Instructions for completing this form are located on the back.**

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Time (FTE): \_\_\_\_\_ Term (months/year): \_\_\_\_\_

Work Schedule (Days, Hours): \_\_\_\_\_

Salary Schedule (Range): \_\_\_\_\_

Background and Rationale (use back of form if additional space is needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

**Funding:** (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

**Duration (if grant/temporary funded):** Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

### Signatures:

1. Requesting Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

4. Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Division Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

5. Vice President, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

3. Chief Compliance/Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Funding available ☐ Funding not available Position Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

**Comments:** \_\_\_\_\_

### Reviewed by President's Cabinet, the following action was taken on the above request:

☐ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO \_\_\_\_\_ Date \_\_\_\_\_

Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_  
(Attach **Existing** Job Description)

Newly Funded Position Fiscal Year \_\_\_\_\_

No Existing Job Description  
(Attach Draft of **New** Job Description)

☐ Classified Confidential  
☐ Supervisory Administrative

### **\*\*For Temporary Special Project Administrators only**

☒ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: \_\_\_\_\_

MT SAN ANTONIO COLLEGE  
SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE	TITLE	NAME	FUND	FY 23-24 12 months Jul - Jun	Funding Source
Budget of Original Position							
MTxxxx	1.000	TM 9	Special Project Administrator, First Peoples Native Center	Vacant	17144	173,862	NASSSP 23/24

*\*Note: This information does not include potential COLA and changes in benefits rates for future years.*

## **Chapter 7 - Human Resources**

### **AP 7135 Temporary Special Projects Administrators**

#### **Reference:**

Education Code Section 72411

#### Salary Compensation

Temporary Special Projects Administrators hired under the provisions of Education Code Section 72411 will be compensated in accordance with the Temporary Special Projects Administrator Daily Rate Schedule. Total salary compensation for the term of employment will be calculated as the sum of the assigned duty days and designated management holidays within the contract period multiplied by the daily rate. The daily rate will be prorated for assignments less than one hundred (100) percent. The maximum number of compensable days during any fiscal year shall not exceed two hundred sixty (260).

#### Term of Assignment

The length of service for a Temporary Special Project Administrator shall be a maximum of five (5) years, with a yearly evaluation and renewal of assignment.

#### Holidays

Temporary Special Projects Administrators shall be entitled to the scheduled management and floating holidays that fall within the contract period.

#### Sick Leave

One day of sick leave will be earned for each full month of service. The amount of earned sick leave will be prorated for assignments less than one hundred (100) percent. Sick leave may be taken prior to being earned, up to the maximum number of days earnable for the contract period. If sick leave is taken in advance and the sick leave taken exceeds the sick leave earned at the time of termination, the salary and stipend pay for the excess days will be deducted from the final paycheck. Unused sick leave days earned during any contract of employment will expire upon termination of employment for that contract period and will not be compensated or applied to any subsequent contract of employment.

#### Vacation

Two days of vacation will be earned for each full month of service. The amount of earned vacation will be prorated for assignments less than one hundred (100) percent. Vacation must be earned before it can be used. Unused vacation days earned during any contract of employment will be compensated at the daily salary rate, provided that the College, prior to termination, may require the Temporary Special Projects Administrator to use any or all remaining vacation days in lieu of payoff.

### Daily Rate Schedule

Special Project Coordinator	Range 1	(M-05)
Special Project Manager	Range 2	(M-09)
Special Project Director	Range 3	(M-13)

### **Classification Title: Special Projects Coordinator (Project Designation)**

Salary Level: Range 1 (Special Projects Administrator Daily Rate Schedule)

### Basic Function

Under general direction, assist supervising manager by performing varied administrative duties involving a high degree of responsibility.

### Representative Duties

- Assist and advise supervising administrator; relieve supervising administrator of special project administrative detail.
- Assist in the implementation of project activities; monitor project activities for conformance with policies and objectives; develop criteria for evaluating the effectiveness of project activities.
- Assist in the monitoring of project budget(s); develop procedures for maintenance of project records and logs.
- Assist in the preparation of fiscal and other reports, as directed; prepare articles for publication.
- Review the work of office staff, as directed.
- Represent the supervising administrator at conferences and meetings related to project activities; address interested groups.
- Assist the supervising administrator in coordinating project activities with campus/ District staff, community agencies, service providers, and businesses.
- Perform related duties, as assigned.

## Qualifications

- Knowledge of: organization, personnel, and fiscal management; office management and procedures.
- Ability to: analyze and solve problems of organization and management; work both independently and in a team environment; identify the need for and develop proposed changes to operating practices and policies related to special project activities; supervise the staff of an administrative office; speak and write effectively; utilize Microsoft Word and Excel software.
- Education and Experience: equivalent to an associate's degree from an accredited experienced institution, preferably with an emphasis in business or related area; extensive responsible office supervisory and technical administrative experience involving analytical and discretionary assignments. Bachelor's degree preferred.

## **Classification Title: Special Projects Manager (Project Designation)**

Salary Level: Range 2 (Special Projects Administrator Daily Rate Schedule)

## Basic Function

Under direction of the responsible campus administrator, perform comprehensive administrative direction of designated special project(s).

## Representative Duties

- Establish a comprehensive plan for achieving project objectives and provide overall direction of project activities including assessment, marketing, development, implementation, and evaluation.
- Manage project budget(s) and maintain appropriate records and logs; prepare fiscal reports required by funding agencies and the District accounting office; prepare other reports, as directed.
- Manage office staff and functions.
- Serve as liaison in coordinating project activities with campus/District staff, community agencies, service providers, and businesses.
- Attend and participate in conferences and meetings related to project activities; address interested groups.
- Seek new grants; write grant proposals.
- Perform related duties, as assigned.

## Qualifications

- Knowledge of: project policies, procedures and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.
- Ability to: assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.
- Education and Experience: Bachelor's degree in an area related to the project(s) and at least two (2) years of experience in administering the specified project(s) or similar project(s).

Classification Title: Special Projects Director (Project Designation)

Salary Level: Range 3 (Special Projects Administrator Daily Rate Schedule)

## Basic Function

Under direction of the responsible campus-level administrator, perform comprehensive District, regional, and/or statewide administrative direction of designated special project(s).

## Representative Duties

- Plan, develop, direct, and manage District, regional and/or statewide special project(s). Assume leadership for attainment of project goals and objectives.
- Coordinate the efforts of departments, colleges, and/or districts involved in the project(s) and provide technical assistance with program development and implementation.
- Serve as a resource in maintaining communication with campus, regional, and statewide project administrators and staff to exchange information, coordinate programs, and resolve issues and conflicts.
- Maintain current knowledge of methods and technologies pertinent to the project(s); conduct and review research studies and surveys regarding project constituents, clients, and trends.
- Direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding project budgets, personnel, facilities, student attendance, and activities.
- Direct, supervise, and evaluate the performance of assigned project managers, coordinators, and staff.

- Plan and conduct initial screening and interviewing of prospective project employees in accordance with District policies and procedures, and make recommendations for employment.
- Participate in the orientation, training, assignment, and evaluation of project personnel.

### Qualifications

Knowledge of: project policies, procedures, and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.

Ability to: assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.

Education and Experience: Graduate degree in a related area AND at least five (5) years of administrative experience in a related educational setting, or the equivalent. Equivalent qualifications must include, at minimum, Bachelor's degree in a related area and other education, training, and/or professional experience that would be equal to the graduate degree and administrative experience requirements.

Approved: September 11, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

Revised: March 13, 2019

# Special Projects Manager, First Peoples Native Center (Temporary)

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## Position Information

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### Position Information

Posting Title	Special Projects Manager, First Peoples Native Center (Temporary)
Posting Number	
Division	Student Services
Department	Student Services
Position Classification	Management
FTE	1.00
Term	12 Months/Year
Current Work Schedule	Monday - Friday: 8:00am - 5:00pm
Salary Range	MT-9
Salary	Daily Rate: \$437.
Shift Differential:	Shift differential eligibility based on the current collective bargaining agreement.
Open Date	
Initial Screening Date	
Open Until Filled:	No
Application Procedure:	<p><b>First Review of Applications:</b> Complete application packets will be accepted until the position is filled; however, <b>applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.</b></p> <p>Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:</p> <ol style="list-style-type: none"><li>1. A Mt. San Antonio College online application.</li><li>2. A cover letter describing how the applicant meets the required education and experience.</li><li>3. A detailed résumé that summarizes educational preparation and professional experience for the position.</li></ol>



4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional – Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

#### **Health & Welfare:**

Mt. San Antonio College offers a competitive and excellent benefits package to **eligible employees** providing medical, dental, and vision benefits for eligible employees and their dependents. Lifetime medical benefits are also available for eligible retirees.

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees' Retirement System (PERS), State Teachers' Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: Salary and Health & Welfare Benefits are subject to change. Please visit the [Mt. San Antonio College Benefits Website](#) for further information.

#### **Basic Function/Overview:**

##### **OVERVIEW:**

Under general direction, the Director of the First Peoples Native Center is responsible for the development, implementation, and management of the First Peoples Native Center (FPNC). The FPNC provides a culturally responsive space that creates opportunities and conditions to address inequity by providing equitable solutions, resources, and services that intentionally support and align with the specific needs of Native American/Indigenous students, faculty, staff and local community. The Director ensures program compliance, budget management, and program progress reporting; develops and implements program services as described in the Native American Student Success Grant; responsible for ensuring regulatory compliance, maintaining accurate and timely documentation and report submissions and for the management of the project budgets; researches and gathers various program data and develops reports; provides highly complex and responsible support in areas of expertise; coordinates assigned activities with other College divisions and departments, officials, and outside agencies and provides highly complex and responsible support in areas of expertise.

#### **Essential Duties & Responsibilities**

1. Plan, develop, direct, and manage District, regional and/or statewide special project(s). Assume leadership for attainment of project goals and objectives.
2. Manages the development and administration of the department's annual budgets and related funds; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves of budget expenditures ensuring the appropriate use of funds; implements adjustments as necessary.
3. Manages and assumes responsibility for the design, development, and implementation of the programs and/or department.
4. Develops and implements marketing strategies to promote assigned programs, projects, and services; plans and coordinates assigned program/department workshops, presentations, information sessions, and events.
5. Manage and directs the development and implementation of program procedure; recommend changes.
6. Assists in the management of the development and implementation of program procedures; recommends changes.
7. Assists in the development and implements marketing strategies to promote assigned programs, projects, and services plans and coordinates assigned program/department workshops, presentation, information sessions and events.
8. Direct and manage the development, and implementation of changes from federal, state, local, and District policy; analyzes and evaluates program compliance updating program as necessary.
9. Selects, trains, motivates, and evaluates assigned personnel; provides, coordinates, or recommends staff training; works with employees on performance needs.
10. Researches, analyzes, and presents program data; prepares comprehensive technical records and reports; takes corrective action as necessary.

<b>Knowledge Of:</b>	<p>11. Direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding project budgets, personnel, facilities, student attendance, and activities.</p> <ol style="list-style-type: none"> <li>1. Principles and practices of supporting a diverse, equitable, inclusive socially just, anti-racist and accessible academic and work environment.</li> <li>2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.</li> <li>3. Administrative principles and practices, goal setting and strategic planning, monitoring, measuring, and reporting of goals, objectives, and outcomes.</li> <li>4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.</li> <li>5. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.</li> <li>6. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.</li> </ol>
<b>Skills and Abilities:</b>	<ol style="list-style-type: none"> <li>1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.</li> <li>2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.</li> <li>3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.</li> <li>4. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.</li> <li>5. Establish and maintain a variety of filing, record-keeping, and tracking systems.</li> <li>6. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.</li> <li>7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.</li> <li>8. Communicate effectively through various modalities.</li> <li>9. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.</li> <li>10. Review situations accurately and determine appropriate course of action using judgement according to established policies and procedures; understands scope of authority in making independent decisions.</li> <li>11. Establish, maintain, and foster positive and effective working relationships with those contracted in the course work.</li> </ol>
<b>Minimum Qualifications</b>	<p>Master's degree from a regionally accredited college or university in a related field of education, social or behavioral sciences; and A minimum of two (2) years of administrative or coordinating experience in developing, implementing, and leading a program for impacted student populations, working with low income, first generation, or ethnically diverse students.</p>
<b>Equivalencies:</b>	<p>Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.</p>
<b>Preferred Qualifications:</b>	<p>Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR</p> <p>Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).</p>
<b>License(s) &amp; Other Requirements:</b>	<p>Preference shall be given to qualified candidates of American Indian or Alaskan Native Heritage. (Federal Indian Preference Act of 1990)</p> <p>Applicants claiming Indian Preference are required to submit verification of Indian heritage certified by tribe of affiliation or other acceptable documentation of Indian heritage.</p>

<b>Working Environment:</b>	Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.
<b>Physical Demands:</b>	Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 lbs.
<b>Conditions of Employment:</b>	<p><b>The person holding this position is required to be present on Mt. San Antonio College's campus to perform all essential duties and responsibilities.</b></p> <p>Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.</p> <p>Notice to all prospective employees – The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.</p> <p>As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: <a href="#">Mt. SAC Annual Security Report</a>.</p> <p>The person holding this position is considered a 'Responsible Employee' under Title IX of the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.</p>
<b>Special Notes:</b>	<p>A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: <b>(909) 274-4225</b>. E-mail: <a href="mailto:employment@mtsac.edu">employment@mtsac.edu</a>.</p> <p><b>DO NOT</b> include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.</p> <p><b>LONG DISTANCE TRAVEL FOR INTERVIEWS:</b> Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.</p> <p>THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.</p>
<b>Foreign Transcripts:</b>	Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the <a href="#">National Association of Credential Evaluation Services Website</a> .
<b>Inquiries/Contact:</b>	Human Resources 1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicant's responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

**Conflict of Interest**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio College's Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**District Rights**

We reserve the right to re-open, re-advertise, delay, or cancel filling this position. This recruitment may be used to fill future vacancies.

**Quick Link**

<https://hrjobs.mtsac.edu/postings/10887>

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## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment? How would you see yourself demonstrating it here?

(Open Ended Question)

2. \* What does 'equity' mean to you? How would you enact your definition of equity in this position?

(Open Ended Question)

3. \* Incomplete application packets will not be considered. Stating "see resume" on your application will be considered an incomplete response.

- I understand this statement

4. \* Evidence of minimum qualifications must be established in the online application form. Supporting documents such as cover letter, resume, etc. will not be used for the purpose of determining minimum qualifications.

- I understand this statement

5. \* Employees must be California residents on their date of hire and for the duration of their employment with Mt. SAC.

- I understand and agree to abide by this statement

6. \* The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

- I understand this statement

7. \* For an application packet (application, cover letter, resume/curriculum vitae) to be considered complete it must contain your experience implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.
    - I understand this statement
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## Optional & Required Documents

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### Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Transcripts to Meet Required Qualifications

### Optional Documents

1. Foreign Transcripts Evaluation
2. Letter of Recommendation 1
3. Letter of Recommendation 2
4. Letter of Recommendation 3
5. Other Document 1
6. Professional License/Certificates/ Credentials