
POSITION VACANCY ANNOUNCEMENT

Lead Instructor, Industrial Systems/Electronics

General Description of the Position:

The Lead Instructor is responsible to the Division Chair and to the Vice President for Instruction and works in concert with instructors in the program to provide effective instruction.

Responsibilities and Duties of the Position:

1. Plans, compiles, edits, and maintains annual program learning outcomes for review in the mid-year and annual evaluation process.
2. Maintains up-to-date and appropriate courses of study within the program, insuring that current syllabi are on the College website and ICR's and rubrics are updated each semester.
3. Takes responsibility for all curricular revisions, modifications, and proposals for the program in compliance with instructional procedures.
4. Submits schedules when requested and assignments to the Division Chair, Dean of Instructional Services and/or the VP of Instruction prior to the start of each semester.
5. Serves as a resource person for adjunct faculty within the program.
6. Participates in the selection process for new faculty.
7. Serves as communication liaison for other departments, divisions, and administrative offices requiring information, opinions, or recommendations on matters relating to the department or its students.
8. Coordinates text selection, working closely with the Bookstore Manager on textbook orders and purchases, instructor ancillaries, and student ancillaries on an ongoing basis.

The duties and responsibilities of an instructor:

1. Teaches students effectively in assigned classes.
2. Meets classes as scheduled.
3. Provides students access through posted office hours.
4. Distributes course syllabi, instructor's course requirements, and college policy information in a timely manner.
5. Provides clearly organized and understandable instruction.
6. Provides adequate and timely feedback and evaluation of assignments.
7. Maintains a positive attitude in interactions with students and shows a genuine concern for student learning.
8. Fulfills obligations in student recruiting, advising, orientation, and registration.
9. Assists in the continual evaluation and enhancement of curricula through the planning process and departmental meetings.
10. Provides the curriculum office with updated instructor's course requirements that reflect expected student learning outcomes.
11. Submits accurate and complete records and reports in a timely manner in order to provide assessment data for institutional improvement.
12. Attends and participates in faculty, advisory, and assigned committee meetings designated to improve curriculum programs.
13. Participates in professional development, including back-to-industry, conference, and workshop activities that lead to professional and institutional advancement.

14. Accepts other duties as assigned.

Minimum Education and Experience:

Associate in Applied Science Degree in Electrical, Electronics or Electro-mechanical discipline required. Bachelors degree preferred. Ability to teach the majority of courses within both Industrial Systems Technology and Electrical/Electronics curriculums with BPR, ELC, HYD, MEC, and MNT prefixes required. Additional broad-based experience in the electrical, mechanical, and/or fluid power trades preferred. State licensing in electrical contracting required, with limited or higher classification preferred.

Knowledge, Skills, and Abilities: Understanding of and commitment to the unique nature and role of the institution. Strong oral and written communication skills; ability to work independently with minimal supervision and willing to accept day and/or evening teaching assignments as needed by the institution.

Position Available: January 1, 2012. Application review begins November 23, 2011. To apply: the RCC Application and copies of college transcripts must be received prior to consideration. Incomplete packets will not be considered. Successful applicant must pass a criminal background check.

Salary: RCC Salary Schedule Instructor 1A-1C, (\$49,149 - \$53,730 annually), 9 month academic year, Full-time.

Contact: Human Resources
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