

# Independence Community College

## Position Announcement

### Culinary Director/Instructor

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Independence Community College (ICC) is seeking applications for the position of **Culinary Director/Instructor** for its Culinary Program. ICC is a small, rural, residential community college in southeast Kansas. ICC is dedicated to continuous quality improvement through the Standard Pathways accreditation process. ICC is an Equal Opportunity Employer.

#### ***Position Summary***

The college is seeking a Culinary Instructor to teach courses offered by the Culinary Program. Culinary instructors teach a total of 30 credit hours per year and will help develop curriculum for an on-ground and on-line program.

#### ***Qualifications***

Industry experience with a minimum of 4000 work hours, or a valid/current industry recognized credential for the Culinary Field, or a Master's Degree with 18 graduate credit hours in Culinary, Hospitality Management or related field. Preferred Qualifications include two or more years of community college teaching experience, developmental teaching experience, and experience working with a diverse student body.

#### ***Position Information***

This position will be paid in accordance with market for the position and for our geographic location. In addition to salary, this position will enjoy a generous benefit and time-off package.

#### ***Application Procedure***

Applicants can submit on-line the application, cover letter, resume, list of references, transcripts (unofficial copies acceptable for consideration with official copies due upon hiring) at [www.indycc.edu/hr](http://www.indycc.edu/hr).

**INTERVIEW PROCESS:** Finalist invited to interview with Independence Community College will be asked to make a 15 to 30 minute teaching presentation as specified by the hiring committee in addition to meeting with the committee.

#### ***Primary Responsibilities***

Instruct students in Culinary Arts using approved course outcome guides and assess student performance in these courses.

1. Attend and participate in college-wide, campus/center division, department, and program meetings and activities.
2. Serve on Subject Area Curriculum Committees and/or such other College committees as may be assigned.
3. Attend in-service meetings.
4. Provide certification lists, and post student progress reports and grades on time, in conjunction with Registrar and Financial Aid requirements.
5. Maintain regularly scheduled office hours to facilitate students' learning needs.
6. Remain current in the field through a variety of professional development activities.
7. Comply with published College Policies and Procedures.
8. Perform other related duties, as applicable.

#### ***Working Conditions/Physical Requirements***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of **Culinary Instructor** position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, but only after full disclosure by the applicant.

1. Position generally requires light work with occasional lifting of up to (50) pounds or more, carrying supplies, equipment. The job requires varying amounts of sitting, standing and walking.
2. This position requires the ability to sit or stand for extended periods of time.
3. The ability to communicate clearly with an excellent comprehension of the English language is essential.
4. Work is generally performed in an indoor setting.