

# **ADJUNCT FACULTY-CHEMISTRY**

Lacombe Campus

## **Job Announcement**

Northshore Technical Community College is accepting applications for a part-time, unclassified position domiciled in Lacombe.

**Applications will be accepted until position is filled, with preference being given to those received on or before March 30, 2019.**

**All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit:** (1) a letter of application, (2) a resume and (3) official transcript to:

**Attention: Hiring Manager**

**Northshore Technical Community College**

**65556 Centerpoint Boulevard**

**Lacombe, LA 70445**

**Telephone number: 985-545-1262**

**Email: [veronicaflynn@northshorecollege.edu](mailto:veronicaflynn@northshorecollege.edu) or [hr@northshorecollege.edu](mailto:hr@northshorecollege.edu)**

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## **Job Summary:**

Responsible for providing instructional services.

## **QUALIFICATIONS:**

**Transferable General Education Faculty** – Masters Degree from a regionally accredited college or university in the teaching discipline OR Masters Degree that includes 18 graduate credit hours in the teaching discipline.

**Non-Transferable General Education Faculty**- Bachelor's degree in the teaching discipline or an Associate's degree in the teaching discipline and related work experience; or other equivalent qualifications. Because of accreditation/certification standards, all faculty in accredited programs must meet or exceed the degree requirements set for their specific position by the program accrediting agency.

**Remedial/Developmental Courses**- Must hold a minimum of Bachelor's degree in the teaching discipline or Bachelor's degree with competencies in teaching discipline; or have other equivalent qualifications.

**Practical Nursing Faculty**- Must possess a diploma, Associate or Bachelor's degree in Nursing coupled with unencumbered registered nursing licensure, a minimum of three years of direct client care on a medical-surgical unit, and LSBPNE approval to teach.

**Career Preparation Faculty**- High School Diploma or GED AND Associate of Applied Science Degree from a nationally or regionally accredited college or university. (In exceptional cases, documented experience may be used for initial employment. Faculty must be placed on a development plan to include an Associate Degree.) Bachelors Degree is preferred. AND Licensure or certification for the profession. Refer to list of programs and professional licensures and certifications noted. A valid state and/or national license or certification must be held for the following courses/programs:

Course/Program Listing	Program Accreditation	Instructor Certifications
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Accounting Technology		AAS
Air Conditioning and Refrigeration	HVAC Excellence	Louisiana Certified HVACR Educator
Aviation Maintenance Technology	FAA	Airframe & Power Plant Mechanic certification (Minimum) / AAS
Aviation (AD)	FAA	Certified Flight instructor CFI
Automotive Technology	NATEF	ASE / AAS
Barber Styling		
Biomedical Equipment Technology (AD)	NAIT	
Civil, Surveying and Mapping Technology	ABET	AAS
Clinical Laboratory Technician (AD)	NAACLS	AAS
Collision Repair Technology	NATEF	ASE / I-CAR
Commercial Diving		
Commercial Vehicle Operation	DMV	Commercial Drivers License A with T, P, X endorsements CDL Third Party Tester
Communications Electronics	NAIT	AAS
Computer Networking, Computer Specialist	CCNA – Cisco	MCSA / MCSE / A+ / NET+ / iNET+ / AAS
Communications Electronics	NAIT	AAS
Computer Networking, Computer Specialist	CCNA – Cisco	MCSA / MCSE / A+ / NET+ / iNET+ / AAS
Computer Programmer		
Consumer Electronics Technology		
Cosmetology	State Boards	State License / AAS
Criminal Justice		AAS
Culinary Arts and Occupations	ACF	CCE / AAS
Diesel Powered Equipment Technology	NATEF	ASE
Dietary Manager		
Drafting & Design Technology (AD)	NAIT	AAS
Early Childhood Education		AAS
Graphic Communication		AAS
Graphic Communications & Desktop Publishing (AD)	NAIT	AAS
Heating and Ventilation		
Hospitality/Tourism-Guest Services Agent		
Industrial Electronics	NAIT	

Technology (AD)		
Industrial Instrumentation Technology (AD)	NAIT	
Marine Operations		
Marketing Management		
Nondestructive Testing Technology		
Occupational Education		
Office System Technology		
Outdoor Power Equipment	EETC	EETC
Practical Nursing	LSBPNE	
Process Technology		
Pulp & Paper Technology (AD)	NAIT	
Respiratory Care Technician		
Respiratory Therapist (AD)	CAAHEP/JRC-RTE	AAS
Surgical Technology	CAAHEP	AAS
Welding (AD)	NAIT	AWS / CWE

May substitute completion of the National Occupational Competency Testing Institute (NOCTI) examination, if licensure or certificate is unavailable. A Bachelor's degree or higher may substituted for the NOCTI. AND Four years or the equivalent of four years full-time work experience in the field. AND Qualifications required for mandatory program accreditation.

**Non-degree Occupational courses, Adult Education, or certificate courses not part of an associate degree program** – Related work experience and appropriate degree, license, certificate, or specialized training in the teaching experience.

Oral and Written Proficiency (Reinstated Policy Addition as per Louisiana Revised Statute 17:3388) All candidates for full-time or part-time teaching positions must demonstrate written and oral proficiency in the English language. Written proficiency will be demonstrated by completing the required application process. Oral proficiency will be demonstrated by an interview with the prospective supervisor and/or the search committee. At time of selection, the employee will complete the Oral and Written Proficiency Form through the new hire orientation process. The form will be made part of the faculty member's personnel file in the Office of Human Resources.

**Mental Demands:**

Detailed Work; Student Contact; Deadline oriented; Problem Situations; Multiple Priorities & Demands; Emergency Situations; Confidentiality; Availability; Continual Interruptions; Working Alone; Faculty Contact; Working with Others

**Physical Demands:**

Physical demands of adjunct faculty will vary depending on the discipline and required work environment. The demands include, but is not limited to:

- Standing, Walking, Sitting, Carrying
- Lifting up to 10 lbs. Up to 25 lbs. Up to 50 lbs. 80 + lbs.
- Pushing, Pulling, Twisting, Bending Climb or Balance
- Stoop, Kneel, Crouch, or Crawl Squatting
- Handle or Feel Reach with Hands and Arms
- Talking or hearing Tasting/Smelling
- Working Overhead
- Speak in English via Phone or In Person

Close, Distance, Peripheral, and Color Vision along with Depth Perceptions

Ability to Adjust and Focus

**Work Environment:**

The work environment will depend on the discipline being taught as the College strives to provide hands-on experience to students. Work environments could include:

Exposure to wet, humid conditions (non-weather), fumes or airborne particles, toxic or caustic chemicals; extreme heat/cold; and moderate to loud noise levels.

Normal Office environment with little, if, any, discomfort due to heat, dust, noise and the like.

Ability to travel to all campus locations required.

**SPECIAL SKILLS AND ABILITIES:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**1. Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills. Ability to demonstrate competence in areas expected to teach. Ability to plan, organize and instruct quality educational programs. Ability to communicate effectively with adult learners and to maintain good relationships with staff, faculty, and students. Ability to exercise individual initiative, independent actions, and sound judgment. Ability to perform basic math computations including adding, subtracting, multiplying and averaging all units of measure. Ability to compute fractions, percents and decimals. Ability to use effective critical thinking, problem solving and decision making skills.

**2. Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

**3. Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

**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 this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl, climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**INTERPERSONAL SKILLS:**

Effective written and verbal communication skills are required. Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.