

ADJUNCT – COMPUTER NETWORK SPECIALIST

Lacombe Campus

Job Announcement

Northshore Technical Community College – Lacombe Campus is accepting applications for an unclassified/part-time/Temporary adjunct instructor position.

Applications will be accepted until position is filled, with preference being given to those received on or before July 23, 2018.

JOB SUMMARY:

Responsible for providing instructional services.

RESPONSIBILITIES:

- Instructional/Teaching Performance
 - Utilize innovative, effective, and equitable teaching techniques
 - Follow course syllabi and outlines
 - Maintain time on task
 - Receive favorable student evaluations of instruction
 - Maintain teaching load practiced by the college
 - Meet deadlines related to this function.
- Instructional Development
 - Develop Curriculum Guides, course syllabi and outlines, and other instructional materials.
 - Prepare course offering schedule based on Curriculum Guides
 - Participate in curriculum meetings
 - Meet all deadlines related to this function
- Program/ Instructional Management
 - Maintain an active advisory committee with require composition of membership, and hold a minimum of two meetings annually
 - Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc,
 - Meet all deadlines related to this function
- School or Classroom Management
 - Practice appropriate safety precautions
 - Maintain student discipline
 - Meet all deadlines related to this function
- Student Guidance/Advising Activities
 - Provide career counseling and academic advising
 - Follow Curriculum Guides in schedule to insure timely completion of a program of studies.
 - Serve special populations
 - Make appropriate referrals to students with special needs
 - Maintain appropriate number of students in class and in program
 - Meet all deadlines related to this function
- College and/or Community Services
 - Participate in recruitment activities, i.e. career fairs, etc.
 - Maintain program accreditation/certification or program licensure requirements
- Provide service to the college may include some of the following activities:

- Sponsor student organizations
- Serve on or chair committees
- Conduct or coordinate teaching consultant activities
- Facilitate workshops
- Teaching consultant activities
- Teach continuing education or customized industry courses
- Provide routine equipment maintenance
- Initiate and write new program proposals
- Serve on NTC or Campus Committees
- Provide service to the community that may include:
 - Participate in health fairs
 - Participate in charity or community activities
 - Participate in community organizations, i.e., Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.
 - Meet all deadlines related to this function
- Professional Activities, Leadership, and Service – participate in professional development activities that may include:
 - Complete coursework or degrees
 - Membership in professional organizations
 - Serve on a Board or in an Office of professional association
 - Present a paper or facilitate a workshop at a professional conference
 - Participate in a Leadership Academy
 - Serve on an external institutional or program accreditation team
 - Participate in industry visits
 - Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
 - Meet all deadlines related to this function
- Perform other related duties as assigned.

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
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 Technology (AD)	NAIT	
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.

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.

Please submit: (1) a letter of application, (2) a resume, (3) and official transcripts to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu

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.