CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
JOB ANNOUNCEMENT

Adjunct Business Instructor – Winnfield Campus

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Sabine, and Natchitoches) in central Louisiana and has eight sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Ferriday Site; 7) the Sabine Valley Site in Many; and 8) the Natchitoches Site. Additionally, CLTCC provides instruction in four state prisons and two federal correctional institutions.

SUMMARY:

CLTCC’s Business Instructor at the Winnfield campus will report directly to CLTCC’s business department Chairperson. The instructor teaches courses or instructs and he or she may teach anywhere from two to five courses each semester. The instructor is responsible for preparing for class, delivering lectures, facilitating discussions, doling out assignments, grading work and advising students. The instructor specializes in a certain discipline, such as Business; within that discipline she might teach more than one course title.

Required Knowledge, Skills and Abilities:

General Scope of Responsibilities
1. Practice excellence in teaching and instruction.
2. Demonstrate evidence of professional growth and academic currency.
3. Carry out the responsibilities specific to his/her area, department and/or program.
4. Contribute to the CLTCC Community by participation in service activities when available.
5. Contribute to the local community by participation in service activities when available.
6. Adhere to CLTCC policies and procedures.
7. Adhere to the business department policies and procedures.

Teaching and Instruction
1. Begin class on time in an orderly, organized fashion.
2. Be courteous to and approachable by students.
3. Follow approved policies and procedures in the conduct of all instructional activities.
4. Use effective motivation to help stimulate a personal desire to learn the subject/skill(s).
5. Constantly strive to improve instruction through:
   a. Self-analysis and evaluation.
   b. Observation & study of new instructional techniques for lecture, laboratory or performance courses.
   c. The use of technology where applicable to enhance the learning environment.
   d. Re-evaluation and re-definition of instructional objectives.
   e. Continual revision and updating of course content and materials of instruction.
   f. Attendance at the division meetings, conferences on improvement of instruction, and such activities as may be required for self-improvement.
   g. Initiation and/or participation in overall department/division wide program development, maintenance, evaluation, revision and/or expansion.
6. Meet and assist students during office hours or by appointment at other reasonable times.
7. Prepare complete course syllabi.
Being punctual and working your scheduled workday is an essential function of this job.

**Skills:**
- Excellent written, oral presentation, and interpersonal communication skills
- Superior team-building skills to build trust with others in a rapidly changing environment
- Excellent organization, planning, and prioritization skills are essential

**Required Minimum Qualifications:**
- Business Degree from an accredited university.
- Well organized.
- Broad range of trends and best practices in teaching your subject matter.
- A strong commitment to and passion for the mission of the comprehensive community college
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)

**Demonstrated Ability to:**
- Work collaboratively with other administrative departments and government agencies
- Provide excellent customer service to faculty, staff, current students, prospective students, alumni, business and industry partners, community representatives and other stakeholders
- To work with a diverse inmate population.

**Preferred (Desired) Qualifications:**
- Master’s from an accredited university.
- Five or more years of increasingly of progressively responsible experience in the area of teaching.
- Proficiency in Microsoft Access.
- Project management experience.
- Working experience with Ellucian’s Banner or other major student information system
- Proficiency in Microsoft Access

**Compensation:**
Compensation will be within this range and commensurate with education and work experience. $25.00 per hour

**Application Instructions:**
- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
  - College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application. Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required.
  - The names, home and cell telephone numbers, and e-mail addresses of three references.
- Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.
This position is open until filled.

**Application Procedure:**

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of CLTCC.

**Applicants who fail to submit a complete application packet will not be considered.**

A complete application packet consists of:

- Cover Letter (See resume will not be sufficient)
- Resume
- Official or Unofficial transcripts from all colleges attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
- Three letters of professional recommendation for this position.
- Review of applications will begin five days after this job posting and continue until the position is filled.

**Application packets should be emailed to:** yalandataylor@cltcc.edu

**Central Louisiana 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: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation 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.

Title IX Coordinator/ADA/Section 504 Coordinator: Human Resources Director (318) 487-5443 ext. 1154 4311 South MacArthur Drive Alexandria, LA 71302