CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
POSITION ANNOUNCEMENT

ADJUNCT INSTRUCTOR – FOREST TECHNOLOGY
HUEY P. LONG CAMPUS

Central Louisiana Technical Community College (CLTCC) invites applications for the part-time/adjunct position of Forest Technology Instructor located at our Huey P. Long Campus in Winnfield, LA. CLTCC services the following parishes (Avoyelles, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, and Winn) and one state prison and one federal correctional institution.

SUMMARY:
Reporting to the Assistant Director of Adult Education, the Forest Technology Instructor provides instructional services to students enrolled in Forestry courses. This position will be domiciled at the Huey P. Long Campus. This position’s schedule will vary, and may work up to a maximum of 28 hours per week.

Duties and Responsibilities:

SUMMARY:
The instructor is responsible for preparing for class, delivering lectures, facilitating discussions, doling out assignments, grading work and advising students. Duties include; facilitating Education classes, leading tree walks, on the most up to date arborist research. The ideal candidate is an experienced, enthusiastic, highly motivated individual, loves working with people, and is dedicated to rural and community forestry. The candidates should possess a broad range of technical rural forestry skills, excellent interpersonal communication skills, and a genuine interest in the conservation mission of the forestry industry.

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

B. Teaching and Instruction
- Begin class on time in an orderly, organized fashion.
- Be courteous to and approachable by students.
- Follow approved policies and procedures in the conduct of all instructional activities.
- Use effective motivation to help stimulate a personal desire to learn the subject/skill(s).
- Constantly strive to improve instruction through:
  - Self-analysis and evaluation.
  - Observation & study of new instructional techniques for lecture, laboratory or performance courses.
  - The use of technology where applicable to enhance the learning environment.
Re-evaluation and re-definition of instructional objectives.
Continual revision and updating of course content and materials of instruction.
Attendance at the division meetings, conferences on improvement of instruction, and such activities as may be required for self-improvement.

- Meet and assist inmate students during office hours or by appointment at other reasonable times.
- 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:
- Bachelor’s degree in forestry or closely related field.
- 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, Forestry and industry partners, community representatives and other stakeholders

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

Compensation:
Compensation will be $25 - $30/hour depending on qualifications.

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 may 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

This position will remain open until filled.

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:**
(318) 487-5443
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