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# Southeastern Community College

# EMPLOYMENT OPPORTUNITY

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## HVAC Instructor (Part Time)

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,800 students in curriculum and more than 8,400 students in continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourne in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

### Minimum Requirements for the Position

1. Significant work experience in the field of Heating, Ventilation, Air Conditioning
2. An associate's or higher level degree from a regionally accredited institution
3. Ability to teach courses offered in: Heating Technology, Refrigeration Systems, Preventive Maintenance and Basic Repair
4. Willingness to work irregular hours including nights and weekends as necessary
5. Exceptional interpersonal relations skills
6. Exceptional oral and written communication skills
7. Desire to use or learn to use technology (i.e. Internet) to deliver instruction
8. Commitment to the community college "open door" philosophy and the comprehensive community college concept

### Primary Function of the Position

Since quality instruction is the primary function of the college, it is the principal responsibility of each Instructor to effectively and efficiently stimulate learning in every course. These courses provide basic instruction in heating technology, refrigeration systems, preventive maintenance and basic repair. Format for the course will include classroom instruction and individualized demonstrations of skills utilized in the field. Salary range will be based on qualifications and experience. (Contracts are per course and are paid in equal monthly installments.)

Excellent references from previous employers must be furnished upon request.

**A completed Southeastern Community College application form, a resume, and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Applications will be accepted until position is filled.**

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472.