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# Southeastern Community College

# EMPLOYMENT OPPORTUNITY

## Manicurist 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 2,000 students in curriculum and 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. An associate's or higher level degree from a regionally accredited institution.
2. North Carolina cosmetology license or North Carolina manicurist license.
3. North Carolina cosmetology instructor's license or North Carolina manicurist instructor's license.
4. Significant work experience in the field of manicuring technology and artificial nail services.
5. Willingness to work variable hours including mornings, afternoons, nights and/or weekends as necessary
6. Good interpersonal relations skills
7. Good oral and written communication skills
8. Desire to use or learn to use technology (i.e. Internet) to deliver instruction
9. Commitment to the community college "open door" philosophy and the comprehensive community college concept
10. Excellent references from previous/current employers.

#### **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.

Sample Course Description (COS 121): This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting. (Contracts are per course and are paid in equal monthly installments.)

**A completed Southeastern Community College application (located on the SCC website), a resume, letter of interest addressing the requirements 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. Deadline for applications is June 15, 2015.**

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