Southeastern Community College

EMPLOYMENT OPPORTUNITY

Computer Instructor at Columbus Correctional Institution

(Typical work schedule: Monday-Friday, 7:30 a.m.-2:30 p.m.)

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 Chadbour 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. Associates degree from a regionally accredited institution.
3. Knowledge of information systems.
4. Ability to use computerized instruction.
5. Ability to teach courses to adult learners of all educational levels.
6. Willingness to teach in a correctional institution.

Preferred Requirements for the Position

1. Associates degree in computer science or business related fields.
2. Experience teaching/working in a prison institution.
3. Teaching and/or training experience in Microsoft computer applications.
4. Microsoft Office Specialist (MOS) certifications.

Purpose and Function of the Position

Under the general supervision of the Director of Public Safety Training & Prison Education, the Computer Instructor is responsible for providing quality instruction in computer application classes at Columbus Correctional Institution. To carry out these responsibilities, an instructor will perform the following functions.

1. Teach Microsoft classes at various levels.
2. Equip students with skill sets that are required for Microsoft Office Specialist (MOS) certifications.
3. Provide quality instruction using innovative creative teaching techniques designed to motivate students.
4. Accurately complete all registration and follow-up materials.
5. Submit accurate end of semester materials in a timely fashion.
6. Maintain discipline and order in computer applications classes at all times.
7. Develop innovative teaching methods.
8. Adhere to SCC policies and procedures.
9. Adhere to Columbus Correctional Institution policies and procedures applicable to college instructors located at the facility.
10. Participate in professional development activities.
11. Perform any other duties as deemed necessary by the Director of Public Safety Training & Prison Education and/or VP of Workforce and Community Development.
Excellent references from previous employers must be furnished upon request. Position is to be filled no later than March 29, 2016.

A completed Southeastern Community College application form, a resume, and college 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 receipt of applications is Wednesday, March 9. Applications received after this date may not be considered.

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

An Equal Employment Opportunity/Affirmative Action Employer