Southeastern Community College

EMPLOYMENT OPPORTUNITY

Human Resources Development Instructor
At Tabor Correctional Institution (TCI)
Workforce & Community Development Division
(Full 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 Chadbourn 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

- Associate's degree from a regionally accredited institution
- Ability to teach courses to adult learners of all educational levels
- Demonstrated ability to teach job readiness courses
- Excellent oral, written, and interpersonal communication skills
- Ability to use computerized instruction
- Willingness to teach in a correctional institution
- Applicant must be a team player

Preferred Requirements

- Work experience in a correctional setting
- Expertise in adult education, case management, and/or human services

Primary Purpose and Function

Under the general supervision of the Director of Public Safety Training & Prison Education, the HRD instructor at TCI is responsible for the planning, development and delivery of quality instruction in his/her subject area. Working cooperatively with the Facilitator of Inmate Education at TCI, the Director of Public Safety Training & Prison Education, as well as Tabor Correctional and SCC continuing education staff, this individual performs the following functions:

- Implements the subject matter denoted on his/her comprehensive course syllabus which has been approved by the State Board of Community Colleges for Captive/Co-Opted audiences
- Meets all classes promptly as scheduled
- Provides quality classroom instruction for all levels of student abilities
- Attends all divisional meetings
- Carries out institution and division assignments
- Submits requested reports and records in a timely manner
- Participates as appropriate in decision making, planning and evaluation
- Identifies and participates in appropriate professional development activities
Continued

- Assists in the retention of students
- Performs instructor responsibilities as assigned
- Adheres to the policies of Tabor Correctional Institution
- Performs other assignments as requested by the Facilitator of Inmate Education (TCI), Director of Public Safety Training and Prison Education and the VP of Workforce & Community Development.

Excellent references from previous employers must be furnished upon request. Position should be filled no later than March 21.

For a required Southeastern Community College application, visit www.sccnc.edu or call (910) 642-7141, ext. 310.

A completed SCC application, resume, and college transcript(s) (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 3:00 p.m. on Friday, February 26, 2016. Applications received after this date may not be considered.

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

An Equal Employment Opportunity/Affirmative Action Employer