
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Instructor, Healthcare Training

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 for the Position

1. Registered nurse currently registered in North Carolina with an unencumbered license and two years of work experience. Degree must be from a regionally accredited institution
2. Must meet **one** of the following: completion of a course in teaching adults, experience in teaching adults, or experience in supervising nurse aides
3. Demonstrated ability to teach adults in a professional environment
4. Exceptional interpersonal relations skills
5. Excellent computer skills
6. Excellent organizational skills
7. Excellent communication skills (oral and written)
8. Ability to develop and implement on-line teaching modules
9. Ability to work well without close supervision
10. Willingness to be a productive team player
11. Willingness to work irregular hours including nights and weekends, as needed
12. Ability to teach multiple healthcare courses during each semester
13. Commitment to the community college "open door" philosophy

Preferred Requirements for the Position

1. Experience in marketing healthcare programs and services
2. Demonstrated ability to establish partnerships with local and regional healthcare agencies

Purpose and Function of the Position

Under the general direction of the Director/Instructor of Healthcare Training, the Healthcare Training Instructor will:

1. Teach assigned classroom/hybrid/on-line continuing education healthcare related courses in accordance with the approved course outline, and in accordance with the course schedule
2. Coordinate and supervise student clinicals at area hospitals, nursing homes and other health related agencies

3. Utilize principles of current nursing practice and diverse teaching strategies in class and clinical activities
4. Assist in the planning, development, implementation and evaluation of healthcare related classes/pathways
5. Monitor instructor and student on-line activities for assigned classes/program areas
6. Assist p/t instructors with class registration, student files, student attendance, and on-line course related materials, etc.
7. Participate in professional development opportunities
8. Assist in the accreditation process
9. Maintain timely and complete documentation associated with student and college records
10. Inventory instructional supplies and replenish as needed
11. Participate in program and divisional activities/meetings
12. Obtain and maintain BLS and Medication Aide Instructor (Skilled Nursing) certifications
13. Perform other duties as assigned by the Director/Instructor of Healthcare Training and Vice President of Workforce & Community Development

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience and labor market. This position is to be filled by September 15, 2017.

A completed Southeastern Community College application, 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 receipt of applications is 5:00 p.m. on Wednesday, August 16, 2017. 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. Telephone (910) 642-7141, extension 310.

An Equal Employment Opportunity/Affirmative Action Employer