
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Human Resources Development (HRD) Coordinator/Instructor (Part-Time Position)

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. Major industries in the county are agriculture, paper manufacturing, lumber production, and chemical manufacturing.

Minimum Requirements for the Position

1. Associate's degree from a regionally accredited institution required, bachelor's preferred.
2. Experience with adult learners and/or socio economically diverse groups in an academic/college or community based setting
3. Must be proficient using and teaching Microsoft word, excel, power point and internet knowledge
4. Experience in resume writing, job interviewing, job search, computer skills for the workplace, time management, and managing finances
5. Must be self-motivated, enthusiastic and experienced in presenting and creating new approachable ideas
6. Demonstrated excellent oral, written, and interpersonal communication skills

Purpose and Function of the Position

Under the general direction of the Director of Industrial and Workforce Training, the Human Resources Development (HRD) Coordinator/Instructor will be responsible for organizing, implementing, and administering the Human Resources Development (HRD) program. In order to fulfill the requirements of the position, the Coordinator/Instructor will perform the following functions:

1. Prepare lesson plans, course overviews, course syllabi and select appropriate learning materials for classes in all areas of job search preparation, communication skills, time management and managing finances within a household
2. Work closely with community partners and organizations in the development of HRD career readiness classes/programs

3. Develop and implement marketing/recruitment plan for HRD offerings
4. Maintain accurate records required by Southeastern Community College and the North Carolina Community College System
5. Identify and hire qualified p/t instructors
6. Teach HRD classes as needed
7. Work with HRD instructors at college, community and correctional facilities to develop new and innovative instructional materials and teaching methods
8. Coordinate the Career Readiness Certification (CRC) program
9. Conduct class visits to ensure quality instruction is provided
10. Adhere to SCC policies and procedures
11. Perform other duties as assigned by the Director of Industrial and Workforce Training and/or the Vice President of Workforce and Community Development

Excellent references from previous employers must be furnished upon request. Position is to be filled no later than February 12, 2018.

A completed Southeastern Community College application form, a resume, and undergraduate and graduate 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 3:00pm on Friday, January 19, 2018. Applications received after this date may not be considered.

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

An Equal Employment Opportunity/Affirmative Action Employer