



Human Resources
 P. O. Box 185 ♦ Grantsboro NC 28529
 252-249-1851, ext. 3005
 Website: pamlicocc.edu/employment
An Equal Opportunity Employer

**VACANCY LISTING FOR Computer Instructor
 At Pamlico Correctional Facility**

Pamlico Community College policy prohibits discrimination based on race, gender, color, creed, national origin, age, sexual orientation, or disability.

POSITION:	Computer Instructor at Pamlico Correctional
JOB SUMMARY:	<p>Under the supervision of the <i>Chair of Correctional Programs</i>, is responsible for teaching undergraduate courses and advancing academic excellence and student success; teach day classes as required; adhere to the departmental course guidelines; responsible for maintaining all required college records and participating in departmental, divisional, and college-wide advising and recruitment activities and assessment; and will assume other duties as required by the supervisor.</p> <p>The position instructs incarcerated individuals in an introductory course in computer information technology that will provide them the skills needed for entry level employment upon release.</p>
QUALIFICATIONS:	<p><u>Education:</u> Master’s degree preferred in computer information technology</p> <p><u>Experience:</u> Positive work history for at least 5 years. Two years teaching experience preferred, particularly at a community college</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> ♦ Academic Tasks <ul style="list-style-type: none"> ▪ Teach classes as assigned. ▪ Demonstrate that instructional goals and learning outcomes have been clearly set and defined. ▪ Detail means by which instructional goals and learning outcomes have been assessed and achieved. ▪ Distribute and follow course guide/syllabus. ▪ Demonstrate that timely feedback on tests, papers, and other assignments has been adequately delivered. ♦ Administrative Tasks <ul style="list-style-type: none"> ▪ Participate in development of course objectives and learning outcomes and in development/selection, and ordering of learning materials. ▪ Take active role in development and implementation of academic discipline and department goals. ▪ Participate in scheduled program, division, advisory committee, and college meetings. ▪ Adhere to policies, procedures, and deadlines related to position. ♦ Learning Environment <ul style="list-style-type: none"> ▪ Encourage student participation in class discussions and activities. ▪ Convey enthusiasm towards students learning the subject. ▪ Challenge students to think critically. ▪ Demonstrate flexibility in responding to the needs of students, while adhering to principles of fairness. ▪ Maintain a safe and orderly environment in the classroom and office. ▪ Promote and practice sensitivity towards diversity. ♦ Student Advising

POSITION:	Computer Instructor at Pamlico Correctional
	<ul style="list-style-type: none"> ▪ Advise students in accordance with college guidelines. ▪ Assess students' prerequisites and competencies as appropriate. ▪ Explain/discuss options for course selection. ▪ Assist students in preparing schedules for registration. ▪ Monitor students' academic progress toward completion of academic goals. <ul style="list-style-type: none"> ♦ Professional Characteristics <ul style="list-style-type: none"> ▪ Demonstrate competency and currency within the discipline. ▪ Treat students in a fair and consistent manner. ▪ Communicate actively and positively with students, colleagues, staff, and administrators. ▪ Cooperate and works collaboratively as part of a team. ▪ Participate in professional development such as workshops, conferences, and training. ▪ Demonstrate curiosity for and receptivity to new ideas and change. ▪ Demonstrate commitment to lifelong learning. ♦ Campus Leadership <ul style="list-style-type: none"> ▪ Participate in non-professional committees.
SALARY RANGE:	\$45 - 50,000.00 Depending on experience and education
BENEFITS:	Full Time Regular Benefits
APPLICATION DEADLINE:	August 1, 2024

This procedure must be followed or application may be rejected. Candidates should submit:

(1) signed Pamlico Community College application which can be obtained at the college website <http://www.pamlicocc.edu/about-employment.php> or by calling (252) 249-1851, extension 3005; (2) a photocopy of college transcripts, if applicable; and (3) a resume. The resume is **not a substitute for a completed application**; the application must include work history. If you have transcripts already on file, please specify. Incomplete applications will not be eligible for consideration, and all requested information must be received by the deadline date. Mail to Brandy Fillingame, P.O. Box 185 (5049 Highway 306 South for carrier deliveries), Grantsboro, NC 28529, or bfillingame@pamlicocc.edu with position title in subject line or fax to 252-249-2984. Employment and selection procedures are outlined in Chapter 6 of PCC's [Policies and Procedures](#).