Position Announcement: Secondary Health Occupations Instructor and HOSA Advisor

POSITION DESCRIPTION:

Northeastern Junior College seeks an instructor/coordinator/advisor to teach med prep courses and advise the HOSA students. RE-1 Valley school district contracts with Northeastern Junior College for an instructor/coordinator to guide and facilitate the learning experiences of high school students in order to provide them with the opportunity to develop entry-level skills, knowledge and attitudes for employment in a health occupation.

For a detailed job description or for more information regarding this position, please contact Brenda Zink (970) 521-6633 or brenda.zink@njc.edu. For information about NJC, please visit the college's website at www.njc.edu. For information about RE-1 Valley Schools, please visit the district website at www.RE-1Valleyschools.org.

EXPECTATIONS:

- ***Facilitation*** of a learning-centered classroom and out-of-classroom activities; real-life applications of learning and mentoring of students.
- ***Service*** to students through student activities sponsorship and teamwork with peers in activities, planning and committee responsibilities.
- ***Expertise*** demonstrated through in-depth curricular knowledge; strong focus on learning; experience/skill in using new technologies; innovative delivery and curriculum development; excellent communication skills.
- ***Positive attitude*** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspective; willingness to take risks, work hard, accept responsibility for person/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- ***Commitment*** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- ***Participation*** in community organizations and activities.

REQUIRED QUALIFICATIONS:

- 24 semester hours of coursework in biological sciences with lab, behavioral sciences, disparities in health care, patient care, legal/ethical issues, health specialty content courses and health specialty clinical internship.
    - A minimum of eight (8) semester hours each are required in the following content areas: Biological sciences and Health Specialty content courses, ie nursing, radiology technology, emergency services, physical therapy.
    - A total of six semester hours may be earned through verified related work experience (40 hours: 1 semester hour) and/or professional development (15 hours: 1 semester hour) within the last 7 years. If an applicant uses work experience to meet coursework requirements that same work experience may not be used to meet requirements in other sections.
    - Applicants who include a valid current state or national industry license or certification for the appropriate skill or trade area may have the coursework waived by the Colorado Department of Education (i.e. Paramedic certificate).
- 4,000 hours of verified occupation experience.
    - 4,000 hours of related occupational experience, which must be verified upon conditional hire, within the last seven years OR

- Three years full-time teaching experience in this content area within the last seven years.
- Willingness to complete CTE (Career and Technical Education) credentialing process.

CONTRACT SPECIFICS:
Position begins August 16, 2013. This is a 179-day full-time faculty position. Salary range is $28,853 to $41,571 based on education level and years of nursing/teaching experience. Competitive fringe benefit package available.

APPLICATION:
Priority consideration given to applications received by April 30, 2013. Complete application packet consists of:

- Cover letter specifically addressing qualifications and committing to expectations
- Completed NJC application form available on-line at http://www.njc.edu/HR/jobs.html
- College transcripts from accredited college or university (unofficial copies acceptable during application process)
- Complete résumé
- Must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire.
- Release Authorization (for background check) required.

Interviewed candidates will be required to prepare and deliver an actual classroom learning experience/lecture before the selection committee and selected administrators. The teaching experience should be 30 minutes in length and will be videotaped. A topic will be given to candidates at the time the interview is scheduled.

Request application from and submit completed application materials to: Human Resources Office, Northeastern Junior College, 100 College Avenue, Sterling, CO 80751. Contact Human Resources at 970-521-6661, or e-mail request to: HumanResources@njc.edu or on the website at: http://www.njc.edu/Human-Resources. Faxed applications accepted at 970-521-6678.

Application files not containing the above documentation will not be forwarded to the Selection Committee.

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NOTICE TO ALL APPLICANTS: *Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, or veteran status in its activities, programs or employment practices. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the Northeastern Junior College Director of Human Resources at (970) 521-6730 or e-mail tammy.kallsen@njc.edu.*

It is Northeastern Junior College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history and credit check. Employment offers are contingent upon receiving a satisfactory report.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR Office listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

All materials received become the property of Northeastern Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

For information regarding the security of Northeastern Junior College, including crime statistics for the Northeastern Junior College campus and surrounding area, please see the Crime Statistics at http://www.njc.edu/Publications. For a hard copy report please contact 970-521-6657.

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College/Community Profile:
Northeastern Junior College, one of 13 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 13,000 residents enjoys easy access to Denver, the Rocky Mountains and the western-agricultural lifestyle. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through 90 majors in associate degree and certificate programs. As a residential campus with six halls

accommodating 500+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 50 full-time and 25 part-time faculty comprise the teaching staff.

***NJC Mission**:*
"Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities."

IMPORTANT NOTE:
Travel and/or relocations expenses are the responsibility of the candidate and are not reimbursed by the College.

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