Notice of Position Opening
Internal/External
Part time
Part Time Instructor # A001-14

Posting Date: June 16, 2014
Grade Level: According to AFT Contract
Reports to: Chief Academic Officer
Applications will be accepted until filled.

Wayne County Community College District is currently seeking Part Time Instructors for the following disciplines: Anesthesia Technology, Paralegal, Heating, Ventilation and Air Conditioning (HVAC), Welding, and Auto and Auto Body.

Summary of Duties: Under the direction of the Chief Academic Officer, these positions are responsible for conducting College Classes for undergraduate students. Teach one or more subjects within the prescribed curriculum. Compiles a bibliography of specialized materials for outside reading. Stimulates class discussion, Compiles, administers, and grade examinations. Serves on faculty committees to develop course goals, objectives, textbook selections, and supplementary instructional materials. Assists in program development. Performs other related duties as assigned.

Education/Experience Required:
Anesthesia Technology
• Must be a Certified Anesthesia Technologist with a minimum of an Associate Degree (Bachelor Degree is preferred). A minimum of five years full time or equivalent work experience as an Anesthesia Technologist. Previous experience teaching in higher education or training is preferred.

Paralegal
• A minimum of a Bachelor's Degree in Paralegal Studies or J.D. with a minimum of five years of full-time or equivalent work experience in a Paralegal role.

Heating, Ventilation and Air Conditioning (HVAC)
• A combination of Heating, Ventilation and Air Conditioning education, and five years of related work experience, and licensed by the State of Michigan.

Welding
• Must have AWS Certification as well as five years of related work experience.

Auto and Auto Body
• Must have ASE Certification, licensed by the State of Michigan, and five years of related work experience.

Other:
• Previous experience teaching in higher education or training is preferred
• Successful experience with non-traditional teaching methods and collaborative learning
• Experience designing innovative assessment techniques and strategies for classroom or online teaching
• Demonstrated experience using technology to support learning

Application Procedure
Applicants must submit the following to jobs@WCCCD.edu for immediate consideration:
• Wayne County Community College District application form which can be found at www.wcccd.edu then go to: Divisions-Human Resources-Employment Application
• Cover Letter explaining how your experience and education qualify you for the stated requirements of the position
• Resume or Curriculum Vitae
• Copies of your undergraduate and graduate college transcripts (unofficial copies are acceptable during the application phase; official copies will be required upon hire)
• Three letters of recommendation.

Please reference this staffing number on all documents: A001-14

EQUAL OPPORTUNITY EMPLOYER
Mail Resume to: Wayne County Community College District,
Attention: Human Resources, 801 W. Fort Street, Detroit, MI 48226
Or e-mail your resumes to: jobs@wcccd.edu

Statement of Compliance
Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1995).

Notice of Non Discrimination Policy
Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquiries related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College’s Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.