

## EMPLOYMENT OPPORTUNITY

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**VACANCY:** Part-time Instructor, Emergency Medical Science

**REQUIREMENTS:**

**Minimum Qualifications:** An Associate's Degree from a regionally accredited institution and a current North Carolina Paramedic or National Registry Paramedic credential are required.

**DUTIES AND RESPONSIBILITIES:** The incumbent will have the following duties & responsibilities:

- Instructs and guides the class in an efficient and effective manner
- Maintains accurate records of student work and attendance
- Prepares thoroughly for each instructional hour
- Maintains a safe and orderly learning environment
- Grades and returns student work in a timely manner
- Counsels students regarding their grades and progress in the course
- Maintains necessary North Carolina Office of Emergency Medical Services records
- Maintains appropriate certifications, credentials and licenses
- Maintains contact with business and industry and assists with placement of graduates
- Secures college assets such as equipment, supplies and facilities
- Maintains a program of safety
- Constructs classroom materials that support the goals of the course
- Stays abreast of most current teaching methods and technology in the classroom
- Uses assessment techniques to improve learning and teaching
- Assists with establishing goals and objectives for the course, selecting text and constructing a syllabus
- Maintains communication with instructors from other divisions in order to keep courses up-to-date and appropriate

**SALARY:** The salary will be determined in accordance with RCC's Salary Plan and the applicants' education and work experience.

**HOURS:** CCP EMT Class is scheduled Monday-Friday 8:15 a.m. to 11:15 a.m.

**APPLICATION PROCEDURE:**

Candidates for the position should complete an RCC Application for Employment and submit a Professional Resume, a photocopy of Official Transcripts, and any other supporting documentation related to the qualification requirements. Robeson Community College reserves the right to perform consumer background checks on applicants who are considered for employment and the College may administer personality profile testing as part of the selection process.

**DEADLINE FOR APPLICATIONS:** Monday, July 3, 2017 at 5:30 p.m.

**PROPOSED DATE OF EMPLOYMENT:** August 28, 2017 (tentatively)

**CONTACT:** Personnel Services  
Robeson Community College  
P. O. Box 1420  
Lumberton, NC 28359  
910.272.3531