

EMPLOYMENT OPPORTUNITY

VACANCY: Barber Manager/Instructor

REQUIREMENTS:

Minimum Qualifications – An associate degree from a regionally accredited institution. NC current registered barber with current NC Barber Instructor License, minimum of two years experience as a barber school director/manager in North Carolina. Minimum of three years teaching experience in a barber academy /community college and a minimum of five years working in a barber shop.

Preferred Qualifications – A bachelor's degree from a regionally accredited institution, NC current registered barber with current NC Barber Instructor License, minimum of five years experience as a barber school director/manager in North Carolina. Minimum of four years teaching experience in a barber academy/community college and a minimum of five years working in a barber shop.

Qualified candidates must be knowledgeable of all the rules and regulations mandated by the NC Board of Barbers. Qualified candidates must possess excellent computer skills and have the knowledge to submit all required paperwork to the NC Board of Barbers.

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

- Teach approved curriculum and all course work as outlined by the NC Board of Barbers.
- Supervise instructional functions and student activities at RCC, ComTech Campus and other assigned locations.
- Assure the program meets standards established by the College and the NC Board of Barbers.
- Prepare and process course offerings and the class schedules that meet the program requirements and the needs of the students.
- Ensure instructional resources are being utilized efficiently and effectively.
- Teach the curriculum with a focus on preparing students to pass the NC Barber examination and enter the workforce.
- Provide instruction through non-traditional methods that employ a variety of techniques and simulations.
- Assist students with developing skills in basic academics, study habits, problem solving, decision-making, life management and critical thinking.
- Refer students to RCC's Small Business Center in order to enhance and develop their skills in time management, customer service, record keeping and advertising.
- Responsible for the renewal of instructor's certificate on an annual basis.
- Responsible for assisting with overall operation of the Barbering School.
- Responsible for maintaining and submitting accurate audible records to the NC Board of Barbers
- The barber school manager will be expected to devote the time required to the barbering school by being present on the premises for instruction to the students.
- Develop student learning outcomes to enhance student learning.
- Incorporate the College's general education outcomes into courses.
- Participate in program level assessment and planning.
- Serve on college committees as requested.
- Perform other duties as necessary.

SALARY: The salary will be determined in accordance with RCC's Salary Plan and the applicants' education and work experience. Salary range: \$53,376.00 to \$78,516.00.

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 APPLICATION: Open until Filled

PROPOSED DATE OF EMPLOYMENT: August, 2018 (tentatively)

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

RCC is an Equal Opportunity Employer