**Personnel Office**

**P. O. Box 1420 Lumberton, NC 28359**

**EMPLOYMENT OPPORTUNITY**

# VACANCY: Heating and Air-Conditioning Instructor: NC Department of Public Safety (full-time)

**REQUIREMENTS:**

**Minimum Qualifications:**  **HVAC Diploma and/or an associate degree; minimum of (3) years’ work experience; minimum of (2) years teaching experience or working experience in a prison setting; Extensive experience in HVAC can substitute for the teaching/working experience in a prison setting, and a diploma or an associate degree from a regionally accredited institution**

**Preferred Qualifications:**  **Qualified candidates must be knowledgeable of all the rules and regulations mandated by the NC Department of Public Safety; qualified candidates must have computer skills; have the knowledge to submit all required paperwork to the College in appropriate manner; demonstrate evidence of flexibility and willingness to change; and open**

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

* Teach approved curriculum and all course work as outlined.
* Maintain supportive relationships with prison staff and other academic programs at the prison and the College
* Assure the program meets standards established by the College and the Prison
* Instructor will be expected to teach schedule as assigned by the director
* Prepare and process course offerings and class schedules that meet program requirements of the NC Department of Public Safety and the needs of the students
* Teach a minimum of 30 to 35 contact hours weekly
* Supervise instructional functions and student activities assigned in the classroom and lab
* Register students and submit paperwork to the College appropriately
* Ensure instructional resources are being utilized efficiently and effectively
* Teach the curriculum with a focus on preparing students to enter the workforce
* Provide instruction through non-traditional methods that employ a variety of techniques and simulations
* Responsible for assisting with the overall operation of the HVAC Program
* Responsible for maintaining and submitting accurate audible records to the College
* Attend and participate in any professional development offerings to enrich and/or enchance quality of instruction delivered in the classroom and/or laboratory.

**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 PROCEDURES:**

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: April 24, 2019

# PROPOSED DATE FOR EMPLOYMENT: June 1, 2019 (tentatively)

**CONTACT:** Personnel Specialist

Robeson Community College

P. O. Box 1420, Lumberton, NC 28359 910.272.3531

# RCC is an Equal Opportunity Employer