Roxbury Community College
Human Resources & Affirmative Action
1234 Columbus Avenue
Roxbury Crossing, MA 02120-3400
Phone: (617) 541-5378 Fax: (617) 541-5365

ROLLING APPLICANT POOL
Part-time contract; No Benefits
Salary rate: $30/hour

Corporate & Community Education
Posting Date: November 10, 2014
Application Deadline: Open pool

TEAS Study Prep (Non-Credit) Instructors

Roxbury Community College (RCC) strives to offer opportunities to those in our community to decide how they want to take charge and progress in their lives. Whether it's earning a certificate, making a career change, improving or updating skills, acquiring new skills to stay competitive, gaining certification, stimulating one's own knowledge for professional or personal growth, or just simply the opportunity to learn something one has always to learn, RCC has something to offer for everyone. RCC's Division of Corporate and Community Education and Lifelong Learning offers non-credit courses, workshops, and seminars that cater to learners of all ages and backgrounds.

General Statement of Duties: Corporate and Community Education's Lifelong Learning division at Roxbury Community College is seeking qualified, passionate applicants to join our team of non-credit course instructors. Our Instructors are a dynamic team of knowledgeable individuals in their field or area of expertise, and are excited to pass on their knowledge in a supportive, student-centered environment.

At this time, we are specifically looking for instructors to teach study preparation for our students seeking to take the Test of Essential Academic Skills (TEAS V) as required for admission into our Nursing and Allied Health programs at Roxbury Community College. Subjects needed are: Math, Science, and combined Reading/English prep.

The TEAS Study Prep will be structured such that we are able to offer 2 options:

Spring 2015:

Math Prep: 9 Total Hours (3 classes/week at 3 hours each)
Science Prep: 9 Total Hours (3 classes/week at 3 hours each)
Combined Reading/English Prep: 9 Hours Total (3 classes/week at 3 hours each)

Summer/Fall 2015:

Math Prep: 10 Total Hours (2 classes/week at 2.5 hours each)
Science Prep: 10 Total Hours (2 classes/week at 2.5 hours each)
Combined Reading/English Prep: 12 Total Hours (2 classes/week at 3 hours each)
Essential Functions:

- Familiarity with the TEAS
- Knowledgeable and skilled in course subject
- Ability to pass knowledge onto others
- Passionate about course content
- Come up with a course syllabus and curriculum to promote positive goal-oriented outcomes for students
- Maintain updated course description, course outline, and syllabus as applicable
- Keep accurate records in accordance with Corporate and Community Education policies
- Employ a variety of teaching methods to engage all students
- Distribute surveys to students on behalf of the college, as needed
- Maintain open lines of communication with Division of Corporate and Community Education
- Employ appropriate assessment techniques to measure student performance in achieving course goals and objectives
- Teaching availability on weekday evenings and/or Saturday mornings or afternoon, as contracted for
- Commitment to working assigned schedule reliably and punctually

Qualifications and Skills:

- (All candidates must have legal authorization to work in the United States)
- Appropriate experience and skill, as well as the appropriate training, licensure, and or credentials when applicable, in the course subject
- Prior teaching experience in course subject is preferred
- Excellent organizational skills
- Strong communication skills
- Experience working with diverse populations
- Ability to lead and conduct classroom courses

Date of Hire: Rolling basis, as needed
Hourly Salary Rate: $30/hour

To Apply:
Please send your resume and a cover letter regarding the course subject you would be interested in teaching to:
lifelonglearning@rcc.mass.edu

For more information regarding employment at Roxbury Community College, please visit
www.rcc.mass.edu/employment

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.