

PLEASE POST

POSITION OPENING

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Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

## **Part-time and/or Substitute Instructors, Building Construction Technology**

### **Reports to:**

Assistant Dean of Construction and Design Technologies

### **Duties and Responsibilities:**

The instructors will be responsible for educational leadership and student instruction on a part-time and/or substitute basis in Building Construction courses. Specifically, they will:

- Instruct and evaluate students in theory and lab courses in one or more of the following areas: carpentry, masonry, concrete, materials, interior and exterior finishing, associate-level estimating, and management courses. (Essential)
- Maintain accurate written records of student performance. (Essential)
- Provide coordination and supervision for instructional field projects. (Essential)
- Supervise students in laboratory clean-up activities. (Essential)
- Attend School/department meetings as requested. (Marginal)
- Complete official student rosters and return to School Office as required. (Essential)
- Comply with College safety, hazardous waste disposal, and recycling policies. (Essential)
- Assume responsibility for laboratory coordination and maintenance. (Essential)
- Maintain office hours according to part-time agreement. (Essential)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the Assistant Dean. (Marginal)

### **Qualifications:**

#### **Minimum**

- \*Associate's Degree in Construction Technology, OR a combination of education and work experience that qualifies the individual to perform the functions of the position.
- \*Four (4) years of trade experience in residential and/or commercial construction.
- \*Interpersonal skills necessary to deal effectively and courteously with students, faculty, staff, and the public.
- \*Sensitivity to the expectations of students, faculty, and staff.
- \*Ability to communicate effectively both orally and in written form.
- \*Developed organizational skills.
- \*Demonstrated sensitivity to diversity and multicultural issues.
- \*Finalists must present a sample lesson.
- \*Candidates for teaching positions must be fluent in the English language (oral and written) - English Fluency in Higher Education Act. (Pennsylvania Senate Bill 539/Act No. 76)
- \*Background check will be required on selected candidate.

**Desired**

- \*Bachelor's Degree in Construction Technology or related discipline.
- \*Formal coursework in education.
- \*Teaching experience at the high school, trade, or college level.
- \*Possession of a valid driver's license.

**Special Job Features:**

- \*Some lifting not to exceed 50 lbs. may be required.
- \*Some climbing or working off of a ladder may be required.
- \*May include some travel to off-campus instructional sites.

**Conditions of Employment:**

Federal law requires all employers to verify the identity and employment authorization of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment authorization. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

**Rate of Pay:**

The part-time rate for 2009/2010 will be the greater of \$865 per credit or \$578 per contact hour, prorated for student enrollment under seven.

The approved substitute pay rate is \$36 per hour during the first week of substituting and the prorated part-time teacher rate for consecutive substitute assignments that exceed one week.

**Starting Date:**

Part-time and/or substitute instructors are needed for the Spring 2010 semester, which starts January 11, 2010, and to add to our adjunct instructor pool. May include morning, afternoon, and/or evening assignments.

**Deadline for Application:**

Applicants must submit a completed College Application for Employment AND a letter of interest and resume to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until suitable candidates are identified. Please include title of position on your application form and in your letter of interest. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College  
on the Internet at [www.pct.edu](http://www.pct.edu).*