

PLEASE POST

**REVISED
POSITION OPENING**

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Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

Pennsylvania College of Technology is located in Williamsport, a family-oriented community, ideally situated along the Susquehanna River at the foot of Bald Eagle Mountain in North Central Pennsylvania, within 200 miles of New York City, Philadelphia, Baltimore, and Washington D.C. Penn College is Pennsylvania's premier technical college and an affiliate of The Pennsylvania State University. More than 6,500 students are enrolled in Penn College's bachelor and associate degree and certificate majors, which combine hands-on experience with theory and management education.

Full-time Faculty, Biology (Anatomy & Physiology)

Reports to:

Dean of Integrated Studies

Duties and Responsibilities:

The faculty will be responsible for student instruction, student advising, and educational leadership. The focus of this position is in classroom and laboratory instruction. Specifically, the Faculty, Biology will:

- Teach a full load (15 credits/semester) of one semester and two semester sequences for non-majors and Allied Health students in human anatomy and physiology. (Essential)
- Advise, schedule, and maintain accurate records on students. (Essential)
- Write and update course syllabi. (Essential)
- Provide leadership in curriculum review, revision, and development. (Essential)
- Engage in continuous professional development in discipline and in appropriate instructional methodologies. (Essential)
- Maintain office hours according to contractual guidelines. (Essential)
- Contribute to the betterment of the College through School and department committee participation. (Essential)
- Contribute to the betterment of the College through College-wide committee participation. (Marginal)
- 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 Dean. (Marginal)

Qualifications:

Minimum

- *Master's Degree in Anatomy, Physiology, or related discipline, AND significant progress towards completion of an earned Doctorate. Must complete Doctorate within first three (3) years of employment.
- *Two (2) years of part-time or one (1) year of full-time college level lecture and laboratory teaching experience.
- *Experience in teaching human anatomy and physiology at the undergraduate level independently for at least two semesters.
- *Demonstrated excellence in teaching at the undergraduate level.
- *Ability to teach creatively and effectively.
- *Ability to communicate effectively, both orally and in written form.
- *Demonstrated sensitivity to diversity and multicultural issues.
- *Ability to work with a diverse student population.
- *Developed organizational skills.
- *Interpersonal skills necessary to deal professionally, effectively, and courteously with students, staff, administration, and the public.
- *Sensitivity to the expectations of students, staff, and the administration.
- *Interdisciplinary approach to education.

Minimum (Continued)

- *Finalists must present a sample lesson in anatomy and physiology.
- *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

- *Earned Doctorate or significant progress towards Doctorate.
- *Course development experience with focus in anatomy, physiology, or related discipline.
- *Continued professional development experience.
- *Coursework in or experience using computers in instruction.
- *Scholarship as evidenced by refereed publications.

Machines, Tools, Equipment:

- *Equipment specific to the laboratory
- *Microcomputer

Special Job Features:

- *Exposure to various chemicals and preservatives.
- *May include day, evening, and/or weekend assignments.

Conditions of Employment:

The wages, hours, and terms and conditions of employment for full-time teaching faculty, counselors and librarians (all regular College funded positions and certain grant/contract funded positions) are determined by the negotiated Agreement between Pennsylvania College of Technology and the Penn College Education Association.

Federal law requires all employers to verify the identity and employment eligibility 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 eligibility. 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.

Salary and Academic Rank :

Commensurate with credentials submitted as applied to the College's Faculty Salary System and established criteria for faculty rank. As a point of reference, the salary range for 21 new full-time faculty hired in various disciplines throughout the College for the 2009/2010 academic year is \$42,635 to \$68,260.

Starting Date:

Fall 2010 semester, which starts August 12, 2010

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 a suitable candidate is 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.