

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, Graphic Design**

**Reports to:**

Dean of Integrated Studies

**Duties and Responsibilities:**

The faculty will be responsible for student instruction, student advising, educational leadership, and mentoring in Graphic Design. The focus of this position is in classroom and studio instruction. Specifically, this person will:

- Teach a full load (15 credits/semester) in Graphic Design. Specific courses may include, but will not be limited to, advanced courses such as: Corporate ID, Advanced Computer Graphics, and Portfolio Design; as well as foundation courses such as Two-Dimensional Design, Three-Dimensional Design, Introduction to Computer Graphics, and Color and Design. (Essential)
- Advise, schedule, and maintain accurate records on students. (Essential)
- Write and update course syllabi. (Essential)
- Assist with curriculum review, revision, and development. (Essential)
- Engage in professional development in art and in appropriate instructional methodologies. (Essential)
- Maintain office hours according to contractual guidelines. (Essential)
- Assist Graphic Design students with individualized portfolio development. (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 an art-related discipline.
- \*Coursework or experience in Graphic Design.
- \*Successful teaching experience at the college level.
- \*Coursework in or experience using computers.
- \*Strong portfolio in graphic design and other commercial applications of art.
- \*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.

### **Minimum (Continued)**

- \*Developed organizational skills.
- \*Interpersonal skills necessary to deal effectively and courteously with students, staff, administration, and the public.
- \*Sensitivity to the expectations of student, faculty, and staff.
- \*Portfolio showing evidence of both creativity and technical skill required of finalists for position.
- \*Finalists for this position 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**

- \*Master of Fine Arts Degree.
- \*Course development and advising experience.
- \*Employment experience in advertising and design.
- \*Additional professional development.
- \*Coursework or experience in Graphic Communications and Computer Animation

### **Machines, Tools, Equipment:**

- \*Equipment specific to the profession, e.g. Macintosh work stations running programs such as InDesign and Dreamweaver, flash Photoshop, and Illustrator.
- \*High-end digital scanners
- \*Digital cameras

### **Special Job Feature:**

- \*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 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.

### **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, resume, and slide or CD samples of work 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](http://www.pct.edu).*