

PLEASE POST

POSITION OPENING

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Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

## **Part-time and/or Substitute Instructors, Speech Communication**

### **Reports to:**

Assistant Dean of Integrated Studies: Liberal Arts & Sciences

### **Duties and Responsibilities:**

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

- Instruct and evaluate students in Fundamentals of Speech. (Essential)
- Maintain accurate written records of student performance. (Essential)
- Complete official student rosters and return to School office as required. (Essential)
- Attend School meetings as requested. (Marginal)
- Maintain office hours according to contractual guidelines. (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**

- \*Bachelor's Degree in Speech Communications or closely related discipline.
- \*Relevant secondary or postsecondary school teaching experience.
- \*Interpersonal skills necessary to deal effectively and courteously with students, 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 candidates.

#### **Desired**

- \*Master's Degree in Speech Communications or closely related discipline.

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

- \*Microcomputer

**Conditions of Employment:**

Federal law requires all employers to verify the identity and employment eligibility of all new hires and the completion of an Immigration and Naturalization 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.

**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 to teach day, evening, and/or weekend courses for the Fall 2009 semester, which starts August 17, 2009, and to add to our adjunct instructor pool. Subsequent semesters will be as needed.

**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).*