



Bucks County Community College

BUCKS IS COMMITTED TO EQUAL OPPORTUNITY AND DIVERSITY

~~~275 Swamp Road - Newtown, PA 18940~~~

**jobs@bucks.edu**

Please include job#

*Any Application/Resume received with missing contact/address information will not be considered.*

**APPLICATION DEADLINE OPEN UNTIL FILLED --- UNLESS OTHERWISE STATED**

**Employment at BCCC is contingent upon the results of a background check**

## Employment Opportunities

**March 19, 2010**

### **CLASSIFIED OPENINGS:**

#### **ADMINISTRATIVE ASSISTANT 9 – Green Jobs Academy – located at the Bridge Business Center - Bristol (#022410-19153)**

Full-time *grant funded* position providing critical support to the Director, Green Jobs Academy in the pursuit of the Academy's start-up and on-going growth and success. The position requires a self-motivated individual who can demonstrate the ability to multi-task and easily flex between a wide range of responsibilities in a fast-paced and rapidly changing office. A strong customer service orientation, along with an appreciation for details, accuracy and deadlines, is necessary. Task areas will include: visitor reception and handling calls; coordination and set up for classrooms and spaces for courses and meetings; office operations – media services, purchasing, expense reports, Physical Plant, food service, etc.; first response for inquiries about courses and general information; and data collection and processing for reports and projects. HS Diploma/GED; and 3 years work experience or Associates degree; 1-3 years job-related experience; strong interpersonal skills with focus on being a team-player; intermediate skills in MS Word and Excel, prior experience with Datatel database is a plus, must be organized with attention to detail; ability to work with a diverse community, student, and instructor population; ability to lift 50 lbs. Start date: ASAP. Salary: \$12.81/hr.

### **ADMINISTRATIVE OPENINGS:**

#### **ASSISTANT COORDINATOR – Practical Nursing (#021910-16302) Administrative level 14.**

This position reports to the Executive Director, Practical Nursing Program and is responsible for the delivery of the Practical Nursing program curriculum at the Newtown campus on a full-time basis by developing, coordinating, and delivering nursing curriculum in the classroom setting utilizing instructional resources and technologies; coordinating student clinical assignments; working with the Director and Practical Nursing Faculty for ongoing program development; academic support and recruitment and retention of the Practical Nursing student population; providing direction, supervision, and evaluation of students in hospital and long term care facilities.

Bachelor of Science in Nursing required; MSN Preferred; current licensure with PA State Board of Nursing; minimum three (3) years in nursing practice; minimum three (3) years in nursing education preferred; three (3) years of supervisory and/or teaching experience; Basic Life Support for Health Care providers; Compliance with ACT 58: Mandatory Education; demonstrates the ability to think critically & exercise appropriate flexibility in dealing with the variety of situations which impact upon the Practical Nursing program and its operation; ability to lift 50 lbs.

## **DIRECTOR, BUSINESS DEVELOPMENT (#021810-17000) Administrative level 16.**

Position in the Center for Workforce Development is responsible for development and delivery of customized workforce training programs for corporate clients, the innovative generation of new business leads, and revenue growth of new and existing business accounts. Accountable for exceptional customer service, relationship building with key business, government and community external partners, generation of revenue, fiscal accuracy, and analysis of performance measures for client accounts and programs. Ensures continued and creative corporate and community outreach to achieve outcomes.

This position is highly visible and interacts with leaders in the business community, state and county agencies as well as numerous departments across the college. Successful candidate will be a professional with strong communication skills and a customer service orientation. A focus on organization and details is required to work in this fast-paced environment. Bachelor's degree; Master's preferred with 4 – 6 years related experience in training and/or consultative sales. Please submit your letter of interest and resume to: [jobs@bucks.edu](mailto:jobs@bucks.edu)

## **MAINTENANCE/CUSTODIAL OPENINGS:**

### **CUSTODIAN – Upper Bucks Campus/Perkasie (#030910-71300)**

Full-time (Tuesday thru Saturday - 10:00pm-6:30am) custodial position at the Upper Bucks Campus performing routine custodial duties and set ups; ability to strip and refinish hard surface floors, extract carpets and operate floor machinery. HS Diploma/GED; PA driver's license required; must be able to lift 50 lbs. Start date: ASAP. Salary: \$13.7649/hr.

## **FULL-TIME FACULTY OPENINGS (Fall 2010):**

### **BUSINESS STUDIES DEPARTMENT**

**Position:** FULL TIME FACULTY (Tenure Track Position) (#021810-15100)

**Discipline:** Medical Assisting

**Required:** Master's degree in life sciences or related field or Bachelor's degree in Medical Technology plus five (5) years relevant experience in laboratory practices

**Preferred:** Teaching experience in higher education; knowledge of the applications of Instructional technology; experience with online learning; experience with community college students and advising; certified phlebotomist with teaching experience; development and implementation of eLearning and hybrid courses.

Applicant review will begin immediately and continue until the position is filled.

### **DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND NURSING 2010-11**

**Position:** TENURE TRACK POSITION INSTRUCTOR/ASSISTANT PROFESSOR (#022510-14100)

**Discipline:** Health Education

**Required:** Bachelors Degree Nutrition, Licensed Registered Dietitian in the state of PA, Masters Degree in health-related discipline

**Preferred:** Teaching experience in higher education, knowledge of the applications of instructional technology, experience with community college students, curriculum development, pedagogy, advising, assessment, and student supervision.

Candidate should demonstrate teaching expertise in health education courses such as Nutrition, Principles and Application Diet and Fitness, Women's Health, Life and Health. Preference will be given to candidates with experience teaching and developing online courses in the discipline of nutrition.

Please submit a cover letter, resume, transcripts and at least 3 references with phone numbers and e-mail addresses to Director of Human Resources, Bucks County Community College, 275 Swamp Rd., Newtown, Pa 18940 or to [jobs@bucks.edu](mailto:jobs@bucks.edu)

**Position: PHYSICAL EDUCATION SPORT SKILL SPECIALIST/INSTRUCTOR/ASSISTANT PROFESSOR (#020810-14100)**

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Discipline: **Health and Physical Education**

Required: Masters Degree in Physical Education, Kinesiology/Athletic Training.

Preferred: Teaching experience in higher education, knowledge of the applications of instructional technology, experience with community college students, curriculum development, advising, assessment, student supervision and pedagogy.

Candidate should demonstrate teaching expertise in archery, fencing, modern dance, aerobic dance, bowling, tennis, golf, yoga, soccer, personal defense, fencing, and life guarding. Preferred that candidate have knowledge of the applications of instructional technology.

**Preference will be given to candidates that are certified athletic trainers.**

Please submit a cover letter, resume, transcripts and at least 3 references with phone numbers and e-mail addresses to Director of Human Resources, Bucks County Community College, 275 Swamp Rd., Newtown, Pa 18940 or to [jobs@bucks.edu](mailto:jobs@bucks.edu)

## DEPARTMENT OF MATH, SCIENCE & TECHNOLOGY

**Position: TWO (2) TENURE-TRACK FACULTY POSITIONS AT THE INSTRUCTOR / ASSISTANT PROFESSOR LEVEL (#012710-15200)**

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Discipline: **Biology/Biotechnology**

Required: M.S. in biology or a closely related discipline.

Preferred: Ph. D. and teaching experience in microbiology and biotechnology courses. Community College teaching experience and knowledge of instructional technology. Experience with curriculum development, student advising, assessment, pedagogy and grant writing.

Please submit the following to the College Human Resources Office at 275 Swamp Road, Newtown, PA 18940 or submit by e-mail to [jobs@bucks.edu](mailto:jobs@bucks.edu) and include job #, cover letter, resume, names and contact information of three references, and informal transcripts from all degree-granting institutions.

## DEPARTMENT OF LANGUAGE & LITERATURE

**Position: TENURE TRACK INSTRUCTOR/ASSISTANT PROFESSOR (#012710-12100)**

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Discipline: **Composition/Literature** – To teach all levels of composition and a range of literature courses.

Required: M.A. in English, including the successful completion of at least six graduate literature courses. Demonstrated expertise in teaching composition.

Preferred: College teaching experience; experience with college-level writing, curriculum development, advising, and assessment; knowledge of the applications of instructional technology; demonstrated interest in global perspectives, cultural diversity, and relevant scholarship and pedagogy; participation in department activities and commitment to the institution.

Please submit a cover letter, resume, official or unofficial transcripts, and at least three references with telephone numbers and email addresses to the Executive Director of Human Resources, Bucks County Community College, 275 Swamp Rd., Newtown, PA 18940 or via email to jobs@bucks.edu.

Applicant review will begin immediately and continue until the position is filled.

**Position: TENURE TRACK INSTRUCTOR/ASSISTANT PROFESSOR (#012810-12100)**

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- Discipline:** **English as a Second Language** with expertise in Reading and/or Composition – To teach ESL courses and sheltered sections of developmental courses, and to place and advise ESL students.
- Required:** Masters Degree in English or Reading, with Masters or certification in TESOL, in addition to formal and extensive training in theory and practice of teaching developmental courses.
- Preferred:** Teaching experience in higher education; knowledge of the applications of instructional technology; experience with community college students, curriculum development, advising, assessment, and pedagogy; demonstrated interest in global perspectives, cultural diversity, and relevant scholarship desirable; participation in department activities and commitment to the institution expected.

Please submit a cover letter, resume, and at least three references with telephone numbers and email addresses to the Executive Director of Human Resources, Bucks County Community College, 275 Swamp Rd., Newtown, PA 18940 or via email to jobs@bucks.edu.

Applicant review will begin immediately and continue until the position is filled.

## COACHES (PT):

**Position: HEAD WOMEN'S BASKETBALL COACH (#031610-14100)**

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- Discipline:** Athletics
- Required:** Associate Degree or an equivalent amount of coaching /playing experience in the designated sport. One to five years of coaching experience at the high school or college level. Must be willing to recruit student-athletes., supervise assistant coach, and ensure compliance with all rules, regulations, procedures and policies for the program as established by the EPCC and Bucks County Community College. Drive athletic team vans to away games. Candidate must have a valid driver license free of violation.
- Preferred:** Bachelors Degree preferred. Willing to begin work in the summer months to recruit athletes. Possess technical knowledge in all aspects of coaching basketball. Demonstrate effective oral and written communication skills with a strong history of high standards of professional and ethical standards.
- Applicant review will begin immediately and continue until the position is filled.

**(#020410-14100)**

Assistant Coach is needed for **Baseball**. Required: Bachelor's degree and 1-3 years coaching experience in Baseball at the college or high school level. Coaches are required to drive athletes to sporting events. A valid driver's license and insurable MVR is required.

## PART-TIME FACULTY OPENINGS (Spring 2010):

**Position: Part time Faculty positions for Health, and Physical Education& Nursing (#032609-14300)**

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**Discipline:** **Health Course: Nutrition**

**Required:** Masters Degree in Nutrition, Registered Dietitian, Licensure in PA

**Preferred:** One to three years teaching experience at college level. Classes may be available day and evening on all campuses as well as in campus free distance learning and hybrid modalities.

Please submit your letter of interest and resume the Executive Director of Human Resources, Bucks County Community College, 275 Swamp Rd., Newtown, PA 18940 or via email to [jobs@bucks.edu](mailto:jobs@bucks.edu). Resumes will be reviewed upon submission.

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**Position: Health, Physical Education and Nursing Part-Time (#070208-14100)**

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The following part-time positions are needed to teach:

- nutrition
- responding to emergencies
- field hockey and soccer
- golf
- archery
- self defense
- bowling
- volleyball
- tennis
- badminton
- personal defense
- women's health

**Required:** A Master's degree in a relevant field.

**Preferred:** Experience teaching in higher education, technological proficiency

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**Position: Part time Faculty positions for Health, and Physical Education (#080207-14100)**

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**Discipline:** **Health Courses:**

Responding To Emergencies, Nutrition and Diet and Fitness

Physical Education Activity classes: archery, golf, volleyball, bowling.

**Required:** Masters Degree in Health and Physical Education

**Preferred** one to three years teaching experience at the high school or college level. Available to teach courses on all campuses.

Applicant review will begin immediately and continue until the position is filled.

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**Position: Part-time Instructors (#080207-12100)**

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**Discipline:** **Reading** – To teach all levels of Reading and study skills courses

**Required:** Masters in Reading and training in theory and practice of developmental education

**Preferred:** Experience teaching reading and developmental education at the college level, and experience with community college students.

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**Position: Part-time Faculty (#080107-12100)**

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**Discipline:** **Composition** – To teach all levels of college writing

**Required:** M.A. in English, M.F.A. in Creative Writing, or M.A. in Comparative Literature, including the successful completion of at least six graduate literature courses

**Preferred:** Teaching experience in higher education and experience with community college students

**Position:** **Part-time Faculty Positions to teach introductory-level courses**

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**Discipline:** **Spanish (#032707-12100)**

**Required:** Masters Degree in Spanish or equivalent; Bachelors Degree for native speakers

**Preferred:** College teaching experience, day and evening availability, and familiarity with current instructional technology

Available to teach daytime in Bristol and Morrisville

**Position:** **Part-time Faculty (#080509-12100)**

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**Discipline:** **Japanese**

**Required:** Masters Degree in Japanese or equivalent; Bachelors Degree for native speakers

**Preferred:** College teaching experience, day and evening availability, and familiarity with current instructional technology

Available to teach daytimes at various Bucks County locations

## **SECURITY OPENINGS:**

### **SECURITY/SAFETY OFFICER – Newtown (#030910-36600)**

**Full-time** (2nd shift – 3p-11p) uniformed position providing protection, assistance and safety for all campus users; gives first aid and/or CPR to injured persons, and secures and safeguards all campus buildings and equipment against fire, theft, vandalism and illegal entry. Patrols buildings, grounds and parking lots for hazards, problems, etc, using clock tour system. Enforces all college regulations pertaining to motor vehicles and student codes of conduct. Monitors and regulates traffic flow into parking lots and checks for violations. Locks and unlocks buildings and campus gates. Locks and unlocks buildings and campus gates. Investigates all incidents and accidents on campus and files reports. Assists Police and Fire personnel with investigations pertaining to campus events, activities and/or emergencies. HS Diploma/GED; valid operator's license; clear motor vehicle record; ability to perform continuous interior and exterior foot patrols on rotating shifts at all campuses under all weather conditions; ability to maneuver stairs carrying equipment; one year security experience, applicable training, school, and/or work experience required; knowledge of CPR and first aid desirable; must be able to obtain CPR/First Responder certification. Start date: ASAP. Salary: \$12.3725/hr.

## **PER-DIEM OPENINGS:**

### **PER-DIEM COORDINATOR - Lower Bucks Campus (#031110-51800)**

Part-time (under 500 hours) Coordinator position assisting students, faculty and staff with issues, functions and questions relating to Bucks County Community College and - more specifically - the Lower Bucks Campus. HS Diploma/GED; good customer service and communication skills as the Coordinator in many instances is the first person to greet students, potential students, faculty, staff and the public at large. Start date: 4/1/10. Salary: \$10.47/hr.

## **ADMINISTRATIVE SUPPORT 8 – Online Learning (#021810-51203)**

Part-time (10-15 hrs./wk.) providing information and support to students, prospective students, and faculty regarding Online Learning and Bb Vista; providing backup, overlapping and additional office support functions to the Online Learning Office. Start date: ASAP. Salary: \$10.47/hr.

## **GRANT OPENINGS:**

**No openings at this time.**

## **NON-CREDIT OPENINGS:**

### **MECHANICAL SYSTEMS INSTRUCTOR**

Excellent per diem opportunity! We seek experienced trainers knowledgeable in Mechanical Systems; Industrial Drives, Pumps and Process Control; and/or Fluid, Hydraulic and Pneumatic Systems to train maintenance workers, system assemblers, and machine operators at company sites within Bucks County. Flexible hours. Requires hands on experience with mechanical systems, Industrial Mechanic or equivalent trade training, good communication skills, and a willingness to travel within county. BS Mechanical/Industrial Engineering preferred. Contact Emily Evans, [evanse@bucks.edu](mailto:evanse@bucks.edu) (215-504-8695) or Ronni November, [november@bucks.edu](mailto:november@bucks.edu) (215-968-8017) for more info.

### **WELDING INSTRUCTOR** (*hourly instructor for an industrial program – Philadelphia Shipyard*)

Instructor must have either ABS or AWS certification in various procedures. A minimum of 10 years welding experience in structural welding. Must have knowledge of welding design and testing and inspection of welds. Please contact Barbara Miller, Dean Continuing Education/Workforce Development at 215-968-8414 or [millerb@bucks.edu](mailto:millerb@bucks.edu).

### **CURRICULUM DEVELOPER/TEACHER PROP SHOP**

Patternmaker or Foundry Molder to develop course materials and teach apprenticeship. Trade school grad or journeyman + 5 years work experience + teaching experience. Must qualify for U.S. security clearance, Phila./DelCo based. Send resume to: Collegiate Consortium, or e-mail: [Tedesco@collegiateconsortium.org](mailto:Tedesco@collegiateconsortium.org).

### **FOREIGN LANGUAGE INSTRUCTORS (#0130-16000)**

The Office of Continuing Education is seeking qualified Spanish, French, German, **Chinese**, and Italian Language instructors with prior appropriate experience to teach **Part Time** at **one or more** selected elementary schools throughout Bucks County and surrounding areas in their before and after school program. Excellent salary: starts at \$25/hr. **Submit resume and cover letter to:** Marcia Shady, Assistant Director, Continuing Education - Bucks County Community College, 275 Swamp Road, Newtown, PA 18940, TEL: 215-968-8413 - FAX: 215-968-8320 - Email: [shadym@bucks.edu](mailto:shadym@bucks.edu)

### **NURSE AIDE INSTRUCTOR POSITION**

State Approved Nurse Aide Training Program at Bucks County Community College has the need for Registered Nurses to teach our nine week Nurse Aid Course on a per diem basis. Courses are held at both Newtown and Upper Bucks campuses and at various clinical sites throughout the county. Requirements are for Registered Nurses to have 1 year Long Term Care experience and the Teaching the Educator Certificate from Penn State. For more information, please call: Carol Bonelli, RN, BSN; Coordinator, Nurse Aide Training at 215-968-8482 or email [bonellic@bucks.edu](mailto:bonellic@bucks.edu).

### **PRACTICAL NURSING INSTRUCTORS (#062105-16302)**

Per-Diem Instructors to supervise Practical Nursing students in the clinical areas **2 days (M-T) progressing to 3 days (M-T-W)/week for Newtown and the Upper County Campus**. BSN required; MSN preferred. 3-5 years Med-Surg and or Maternal Child Health experience required. Previous teaching experience preferred. Start ASAP

The Division of **Continuing Education/Workforce Development** is always looking for a few good people with expertise in the following areas:

**INFORMATION TECHNOLOGY  
FOREIGN LANGUAGE  
CHILDREN & YOUTH PROGRAMS  
TECHNICAL STUDIES  
ALLIED HEALTH  
SAT PREP**

The **IT Academy** is seeking instructors who have the following experience:  
MCITP: Database Administrator, ASP.NET/C# and Visual Basic, MySQL/PHP

**For Non-Credit Openings only**, please forward your resume, with references to:  
Barbara Miller c/o BCCC, Continuing Education, 275 Swamp Road, Newtown, PA 18940 or email  
[millerb@bucks.edu](mailto:millerb@bucks.edu).

**Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and Vietnam military veterans. The College provides reasonable accommodations for persons with disabilities in accordance with the Americans With Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at (215) 968-8090. The EEO Office is located in Room 130, Tyler Hall.**