



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

**February 8, 2010**

**CLASSIFIED OPENINGS:**

No openings at this time.

### ADMINISTRATIVE OPENINGS:

**MOVE UP COORDINATOR (#010510-19152) Administrative level 14.**

Grant funded, 30-hour/week position at Lower Bucks Campus through 6/30/10. Position provides overall program coordination, administration, and adult basic education/workforce readiness services for grant-funded MOVE UP program. Responsibilities include: Coordinating career readiness and occupational skills programs, data collection and maintenance, coordination of program logistics and staff, and instruction in CareerReady Skills (ABE, GED, basic computer skills, job search, job readiness, goal setting); requires daily communication with partnering agencies. Successful candidate will be a strong communicator, detail oriented, knowledgeable of ABLE programs, and adept at following grant guidelines. Bachelor's degree; Master's preferred. Please submit your letter of interest and resume to Human Resources, Bucks County Community College, 275 Swamp Rd., Newtown, PA 18940 or via email to [jobs@bucks.edu](mailto:jobs@bucks.edu).

### MAINTENANCE/CUSTODIAL OPENINGS:

No openings at this time.

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

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND NURSING 2010-11

**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 18901 or to [jobs@bucks.edu](mailto:jobs@bucks.edu)

## LEARNING RESOURCES

**Position: TENURE-TRACK FACULTY POSITION: INSTRUCTIONAL DESIGNER/LEARNING TECHNOLOGIST (#020110-51200)**

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**Responsibilities:** Provide leadership for faculty in the effective use of new and current technologies, and media literacies, for instructional purposes to support and improve student learning. Serves as resource person to faculty throughout Bucks County Community College in the effective use of technologies for teaching and learning in all modalities. Plans and promotes learning environments and effective use of learning technologies.

**Required:**

- Master's Degree in appropriate field, such as instructional technology, or Master's Degree in content field with applied experience in instructional development
- Demonstrated experience using and integrating current technologies in the learning environment, such as the internet, multimedia software digital equipment, course management systems, podcasting, and social networking technologies

**Preferred:**

- two years professional higher educational technology use
- strong interpersonal and communication skills
- community college teaching experience
- ability to work effectively in team environment
- experience managing projects and/or programs
- experience applying learning theory and pedagogy to learning environments using technology

## DEPARTMENT OF SOCIAL & BEHAVIORAL SCIENCE

**POSITION: TENURE TRACK FACULTY, INSTRUCTOR/ASSISTANT PROFESSOR RANK (#012910-13100)**

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Discipline: **History / Historic Preservation**

Required: MA in Historic Preservation or MA in History with concentration in or certificate in Historic Preservation

Preferred: Significant experience in managing and marketing a higher education Historic Preservation program; Teaching experience in higher education, preferably in a community college; Understanding of community college students and the mission of a community college; Significant experience using classroom instructional technology and teaching online; Experience in Curriculum Development, Assessment and Advising Students. The successful candidate will be assigned to teach Historic Preservation and US History survey courses, online and in classrooms, beginning in August 2010.

Please submit the following to the College Human Resources Office at 275 Swamp Road, Newtown, PA 18940, no later than March 5, 2010: a cover letter, resume, names of three references, and informal transcripts from all degree-granting institutions. **The cover letter should candidly assess the applicant's qualifications as to each of the criteria listed in the paragraph above. The cover letter should also describe your vision for the mission of a community college historic preservation program and why you are uniquely qualified to make that vision a reality at Bucks County Community College.**

A Departmental Search Committee will review these materials and invite selected applicants to submit a formal application form with formal transcripts and written recommendations.

**POSITION: TENURE TRACK FACULTY, INSTRUCTOR/ASSISTANT PROFESSOR RANK (#012810-13100)**

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Discipline: **Sociology and Criminal Justice**

Required: Master's Degree in Sociology **and** either a Master's Degree in Criminal Justice **or** a JD degree

Preferred: Teaching experience in higher education, preferably in a community college; Understanding of community college students and the mission of a community college; Significant experience using classroom instructional technology and teaching online; Experience in Curriculum Development, Assessment and Advising Students. Successful candidate will be assigned to teach sociology and criminal justice law courses, online and in classrooms, beginning in August 2010.

Please submit the following to the College Human Resources Office at 275 Swamp Road, Newtown, PA 18940, no later than March 5: a cover letter, resume, names of three references, and informal transcripts from degree-granting institutions. **The cover letter should candidly assess the applicant's qualifications as to each of the criteria listed in the paragraph above.** A Departmental Search Committee will review these materials and invite selected applicants to submit a formal application form with formal transcripts and written recommendations.

## DEPARTMENT OF MATH, SCIENCE & TECHNOLOGY

**Position: ONE (1) TENURE-TRACK FACULTY POSITION (INSTRUCTOR / ASSISTANT PROFESSOR) IN THE CHEMISTRY AREA OF THE DEPARTMENT OF MATH, SCIENCE AND TECHNOLOGY (#020210-15200)**

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Required: Master's Degree in **Chemistry**

Preferred: Ph.D. in Chemistry, with successful college chemistry teaching experience at all levels, but especially the ability and desire to teach at the introductory levels (i.e., General Chemistry and Introductory Chemistry for Health-related fields). Extra consideration will be given to applicants with expertise in: biochemistry, analytical chemistry, instrumentation, laboratory procedures (industrial or academic); computer-related instruction is a plus, as well as curriculum development experience.

Please submit the following to the College Human Resources Office at 275 Swamp Road, Newtown,

PA 18940, no later than March 12, 2010: a cover letter, resume, names of three references, and informal transcripts from all degree-granting institutions.

**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](mailto: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](mailto:jobs@bucks.edu).

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

## DEPARTMENT OF THE ARTS

**Position:** FULL-TIME FACULTY - Instructor/Assistant Professor (#121709-11100)

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**Discipline:** Graphic Design with Multimedia and/or Photography

**Required:** M.F.A. in Graphic Design and/or M.F.A. in Fine Arts

**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 ability to teach Graphic Design courses, as well as courses in Multimedia and/or Photography.

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

## COACHES (PT):

(#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.

**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

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**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

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**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 (#012910-36600)**

**Full-time** (1<sup>st</sup> shift – 7a-3p) 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: 2/13/10. Salary: \$12.3725/hr.

## PER-DIEM OPENINGS:

### **TUTORIAL COORDINATOR, MATH (#121709-51205)**

#### **Temporary Full-time per-diem position in the Tutoring Center - Level 14**

#### **Responsibilities Include:**

- Manage the Math Area of the Tutoring Center, which includes recruiting, interviewing, hiring, training, scheduling, and supervising Per Diem Instructional Assistants, Professional Tutors, and Peer Tutors to ensure proper tutoring is provided in all assigned areas.
- Tutor any currently enrolled BCCC student, including qualified non-credit, at all three campuses, face-to-face, online, and on the phone in the assigned area as needed. Assist students in mastering math and study skills necessary to successfully complete their courses.
- Conduct orientations and student workshops.
- Create and maintain resources.
- Maintain a close relationship with the academic divisions and departments in the assigned area.

#### **Requirements:**

- Bachelor's degree in Math
- At least one year experience in teaching and/or tutoring
- The specific knowledge that is required to tutor math courses
- Computer skills
- Positive communication skills
- Ability to work evening hours as needed and occasionally travel to other campuses

#### **Preferred:**

- Community college experience

**Start Date:** ASAP

**Duration:** 3-6 months with the possibility of extension

Salary: \$16.22/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 journey person + 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 American s 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.**