



Bucks County Community College

BUCKS IS COMMITTED TO EQUAL OPPORTUNITY AND DIVERSITY

~~~ 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 September 2, 2010

### CLASSIFIED OPENINGS:

No openings at this time.

### ADMINISTRATIVE OPENINGS:

#### **DIRECTOR, ADVISING, COUNSELING AND SUCCESS GRANT PROGRAMS (#081210-61100)**

##### **Administrative level 16**

Full-time position overseeing the College's Counseling function by supervising the full and part-time faculty counselors, scheduling counseling services for all three campuses as well as providing direction, vision, coordination, and assessment of the counseling services provided for our students. Another major function of this position is to, together with Academic Affairs leadership, direct and coordinate college-wide academic advising activities so that the advising done by all full-time faculty works in concert with Student Affairs operations. This position also oversees grant programs designed to retain students which presently includes the KEYS – (Keystone Education Yields Results) grant program and provides supervision of KEYS grant activities. Masters degree in Counseling, Social Work and/or Social Services Administration or related; minimum 5 years of progressive higher education experience, preferably working with advising and/or counseling services; evidence of knowledge of state/federal grants applications, implementation and evaluation; understanding of retention challenges encountered by high-risk populations and effective strategies for success; evidence of accounting/budgetary expertise and supervision of professional staff in a higher educational setting.

*Resume review will begin on and after September 3<sup>rd</sup> and resumes will be accepted until a candidate is identified.*

#### **VICE PRESIDENT, STUDENT AFFAIRS (#080210-32200) Administrative level 20**

The VPSA is responsible to the President for the leadership, management, and development of all staff and programs of the division including: Enrollment Services (Admissions, Records & Registration, Financial Aid), Student Life, Early Learning Center, Student Services (Career, Transfer, Advising & Counseling, Disability Services and KEYS) and Marketing/Public Relations.

Bucks seeks a visionary leader experienced in managing a vibrant and comprehensive student services function. The College will look to the VPSA to energize student retention and persistence efforts while establishing a Contact Center, implementing new elements of the Enrollment Management and Marketing Plans, conducting a comprehensive review of financial aid protocols and systems to facilitate process and service improvement, and expanding the use of social media and related technology to capitalize on opportunities for on-line and web-based student services.

An earned doctorate or master's degree and at least seven years experience in a senior leadership role in student services at the post-secondary level is required. The successful candidate will be an outstanding communicator with demonstrated success in developing effective partnerships with students, staff, trustees and community members.

To apply for this position, please send a letter of interest, current resume and full contact information by September 10, 2010 to: [jobs@bucks.edu](mailto:jobs@bucks.edu). BCCC will begin reviewing resumes after the application deadline and is looking to fill the position by January 2011.

Bucks County Community College is an equal opportunity employer.

### **DIRECTOR ACT Center and IT Academy (#080210-51300) Administrative level 16**

Full-time position acting as the administrator of the IT Academy which includes the Cisco Networking Academy, Microsoft IT Academy, VUE Testing Center and Prometric Testing Center. Additional responsibilities include evaluation of all levels of IT programming and networking from basic applications to more sophisticated programs and equipment; ensures that Prometric and Vue Testing is properly staffed and software is installed according to vendor guidelines; responsible for developing a marketing plan with the goal of increased registrations in the IT Academy.

As administrator of the ACT Center responsibilities include management of the ACT Testing Center and marketing of online coursed through GeoLearning. The ACT Center offers computer-based tests for licensure and certification in many professions. The Director collaborates with the Director of Testing in the management of the ACT Center.

Responsibilities also include development, scheduling and marketing of Continuing Education computer classes; collaboration with the Executive Director of Continuing Education and Workforce Development to increase delivery and utilization of course offerings; develop online programs for IT Academy courses.

Bachelor's degree and minimum of 4 years work experience or Master's degree; 4-6 years job-related experience; appropriate technical training on a variety of packages and systems; familiarity with and a thorough understanding of technologies such as Active Directory, Linux (Red Hat), Windows, and networking. A familiarity with Microsoft, Cisco and CompTIA certifications; superior communication and interpersonal skills.

### **ASSISTANT DIRECTOR, FINANCIAL AID (#063010-61300) Administrative level 16**

#### **Responsibilities:**

- Responsible for the reconciliation of the Federal Direct Loan Program.
- Process all reporting for the Federal Direct Loan Program.
- Provide assistance in the annual set up of the Datatel financial aid system.
- Communication management for financial aid correspondence.
- Responsible for the processing of aid applications for the Radiography and LPN clock hour programs.
- Assist the Director with reporting requirements for the federal programs.
- Provide assistance with the processing and awarding of the financial aid student files.
- Oversee the Front Counter Service, daily verification processing, and responsibilities of application processing.

#### **Requirements:**

- ✓ Bachelor's Degree and 2 to 3 years professional level experience in Financial Aid.
- ✓ Working knowledge of program guidelines and eligibility requirements for all federal and state programs.
- ✓ Working knowledge of financial aid application review procedures needs analysis systems, and awarding procedures.
- ✓ Must be customer service oriented, and enjoy working with people.

- ✓ Possess knowledge of financial aid software systems, any experience with DATATEL systems is preferred.
- ✓ Must be able to multi-task and be willing to supervise and train support staff.

### **DIRECTOR, ENTERPRISE SERVERS (#061810-35101) Administrative level 16**

Responsible for leading the IT team administering the College's enterprise server environment. This includes determining system requirements and developing specifications, installing, tuning, monitoring, patching, backing up and restoring data, planning recovery procedures and performing routine operational and maintenance activities. BS and 4 yrs, Assoc and 7 yrs or HS/GED degree and at least 10 yrs directly related experience required. SharePoint administration experience a plus. Demonstrated knowledge of and technical experience with management and administration of HP-Unix, Linux and Windows servers required.

### **PROJECT MANAGER (#061710-35101) Administrative level 17**

#### **Job Summary:**

Manage enterprise data management functions to ensure accuracy, integrity, consistency, and availability of enterprise data.

#### **Essential Functions:**

Serve as project manager, business analyst and application systems administrator for projects requiring interfaces with enterprise data and knowledge warehouses, enterprise reporting tools, and related enterprise applications and communication tools.

Recommend and apply quality management practices for enterprise systems development, implementation and support, including business project management, work flow analysis, and reengineering activities.

Review, recommend, develop, and document enterprise data management requirements and procedures, working with various College offices to determine privacy, retention, and security considerations.

#### **Job Requirements:**

Bachelor's degree plus minimum 4 years job-related IT work experience or Master's degree( preferred)

Minimum 4 years IT project management, business process and systems analysis experience, preferably with SDLC, ITIL, TQM, PMP, and similar frameworks /methodologies

Proven knowledge and experience with enterprise resource planning systems and reporting tools, data warehouse applications, systems development life cycle methodologies, hosted software services and application program interface tools

Demonstrated experience with data extraction and report writing tools, business intelligence tools, and MS-SQL

Excellent written and verbal communication skills to effectively interface with all levels within and outside the College community

### **DIRECTOR, GREEN JOBS ACADEMY – Renewable Energy (#042910-19153) Administrative-level 16**

This position requires a self-starting, innovative, articulate, high energy professional versed in the green/renewable energy fields. The successful candidate will be a resourceful and creative team player skilled in securing public and private funding and forging partnerships with local industry and economic development entities.

Full-time grant-funded position responsible, in concert with the Bucks County Workforce Investment Board and the three area vocational technical schools, to provide leadership in the development and implementation of non-credit and credit educational programs to meet industry standards and market needs.

#### **Job Requirements:**

- Engineering, science, business or related degree
- Course work on energy systems, specifically renewable energy technologies preferred
- Minimum 5 years experience with renewable energy projects
- Excellent verbal and written communication skills

- Ability to communicate clearly and succinctly through formal reports, presentations, memoranda and email
- Ability to perform in collaborative, multidisciplinary teams, and self-directed independent assignments
- Self-motivated, with an ability to balance multiple projects while working under tight deadlines
- Ability to handle all financial reporting requirements
- Experience working with federal, state and local agencies
- Ability to initiate, develop and write grants
- Willingness to become certified to industry standards in the renewable energy arena

## MAINTENANCE/CUSTODIAL OPENINGS:

No openings at this time.

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

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

**Position:** SPECIAL TERM CONTRACT INSTRUCTOR/ ASSISTANT PROFESSOR (#042810-14300)

**Discipline:** Nursing

**Required:**

MSN with an emphasis in Pediatrics or Nursing Care of Children

Current PA license

Current CPR

**Preferred:**

Experience in nursing education in the classroom and clinical setting. Current pediatric and general medical surgical nursing experience. Knowledge of the applications in instructional technology, curriculum development, advising, and pedagogy.

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

## COACHES (PT):

**(#081010-14100)**

Assistant Coach is needed for **Women's Volleyball**. Required: Associates 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.

**(#072110-14100)**

Assistant Coach is needed for **Men's Soccer**. Required: Associates 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.

**(#071910-14100)**

Assistant Coach is needed for **Men's Basketball**. Required: Associates 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.

**(#033110-14100)**

Assistant Coach is needed for **Women's Basketball**. Required: Associates 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.

**(#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:**

**Discipline:** **Nursing (#090210-14300)**

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**Required:**

- MSN or currently enrolled
- Current PA license
- Current CPR

**Preferred:**

- Experience in nursing education in the clinical setting.
- General medical surgical nursing experience.
- Wednesdays
- Start: ASAP

**Position:** **Part time Faculty positions for Mathematics, Science and Technology Department (#081710-15200)**

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**Discipline:** **Biology: Human Anatomy and Physiology**

**Required:** Masters Degree in Biology or highly related field

**Preferred:** One to three years teaching experience at college level. Available classes include an **evening class at the Lower Bucks Campus and two day classes at the Upper Bucks Campus**

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:** **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

**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.

**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.

**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

## SECURITY OPENINGS:

No openings at this time.

## PER-DIEM OPENINGS:

### **INSTRUCTIONAL ASSISTANT FOR TECHNOLOGY 9 (#090210-51202)**

Part-time (15 hrs. /wk. – 32 wks. /yr.) Responsibilities include tutoring students in basic computer skills on the PC and Macintosh platforms; provide assistance with Microsoft Operating systems, the Microsoft Office Suite, and Internet browsers, as well as with logins and passwords for college systems; encourage and motivate students to become independent, confident, and successful in the use of technology to support their learning. Minimum requirements: AA degree or 2-3 years of related experience, knowledge of Microsoft Operating Systems, Microsoft Office Suite, and Internet browsers. Start date: ASAP. Salary: \$11.20/hr.

### **FULL-TIME INTERIM GRANTS COORDINATOR (up to one year): Administrative Level 15 (#081810-51100)**

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#### **Job Summary:**

Assist College staff to secure external funding to support programs that further the strategic directions of the College.

#### **Essential Functions:**

- Proactively identify granting agencies or foundations and review their guidelines to match potential funding sources with proposed projects.
- Meet with grant proposers to advise on project development and on a plan of action to ensure proposal is written and approved in time to meet the deadline for submission.
- Ensure that projects receive the proper approvals prior to submission.
- Identify and meet with persons or agencies who can support the projects as collaborators/partners in grant submissions.
- Edit proposals and, when necessary, assist in developing parts of the proposals.
- Ensure that stewardship and reporting are done correctly and according to schedule.

#### **Minimum Requirements:**

- Bachelors Degree plus 4 years of work experience
- We seek an individual with excellent oral and written communications skills and proven experience in developing grant proposals and managing grants (including State and Federal proposals.)

Salary: \$18.11/hr.

### **OPERATIONS TECHNICIAN 9 – Learning Technologies (#080310-51204)**

**30 hrs./wk. – 10 wks./yr.**

**Responsibilities:** Support presentation equipment for classes at Newtown, LBC, UBC, and online. Help in the

installation, delivery, set-up, troubleshooting, and operation of equipment. Participate in maintenance and inventory of the equipment. Monitor MInDSpace Learning Lab as needed.

The position requires lifting and carrying of equipment, and the use of tact and diplomacy towards internal and external contacts. Work must be completed in a timely manner, sometimes resulting in stressful conditions. Other duties as assigned.

**Requirements:** Demonstrated experience and interest in media equipment applications and support. Strong communication skills, including telephone skills.

**Preferred:** Understanding of computers and MS Office 2007 is a plus.

Start date: ASAP

Salary: \$11.20/hr.

### **ASSISTANT AV TECHNICIAN – Continuing Education (#080310-51300)**

**20 hrs./wk – 20 wks./yr.**

Assistant Event Technician needed to operate basic stage lighting and live audio for events taking place in the Gateway Auditorium on our Newtown, PA campus.

Some set-up and tear-down required. Schedule varies widely.

The ideal candidate will:

- \* Possess basic microphone mixing skills
- \* Be capable of operating a lighting console as instructed
- \* Be capable of climbing stairs, lifting tables and chairs
- \* Understand basic audio/lighting setup
- \* Have a flexible schedule
- \* Be able to take direction
- \* Be detail oriented and customer service driven

Start Date: ASAP Salary: Under review

### **ADMINISTRATIVE SUPPORT 7 – Bookstore (#080210-81100)**

The Bookstore is currently seeking dependable personnel to assist in daily operations for the start of Fall Semester classes at the Newtown, Bristol and Perkasio campuses. The responsibilities include operation of cash register, customer assistance, stocking shelves, checking in merchandise, and other duties as required. The position requires a strong customer service attitude, good communication skills, prolonged standing, and the ability to lift up to 50 pounds. The Bookstore hours are Monday – Thursday 8:30 am to 9:00 pm, Friday 8:30 am to 4:00 pm and Saturday 10:00 am to 2:00 pm. Hours will vary slightly less at the Perkasio and Bristol campuses. Training will take place at the Newtown Campus Bookstore. Dates needed are August 23 – September 10. **Flexible Schedule.** Salary: \$9.79/hour.

### **PER-DIEM TEST PROCTOR (#072910-61200)**

Approximately 8 hours per week starting 9/1/10. Administer tests, monitor students, and other duties. Very busy and demanding environment. Candidate must have the ability to multi-task and work comfortably with computers. Must be available days and evenings on three campuses. 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 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)

## DIDACTIC FACULTY: (#052110-16304)

Prepare and maintain course outlines and objectives, instruct and evaluate students, and report progress; cooperate with the program director in periodic review and revision of course materials; Maintain appropriate expertise and competencies through continuing professional development. (JRCERT.ORG)

For more information, please email Marie Leodore, Program Director, Radiography @ [leodorem@bucks.edu](mailto:leodorem@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.**