



# Bucks County Community College

275 Swamp Road - Newtown, PA 18940

Anyone interested in applying for any of these positions must do so through the Human Resources Office -Tyler 130

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

Please include job#

Fax: 215-504-8506

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

BUCKS IS COMMITTED TO EQUAL OPPORTUNITY AND DIVERSITY

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

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

## Employment Opportunities

November 19, 2009

### CLASSIFIED OPENINGS:

No openings at this time.

### ADMINISTRATIVE OPENINGS:

#### **DIRECTOR, CAREER SERVICES (#110609-61702)**

Administrative level 16. Full-time position responsible for managing the operations of Career Services. This position oversees the College's Career, Job, and Experiential Learning resources programs and services which are available at all three campuses and on the web; maintains budgets; supervises staff; counsels students on career and academic related issues; trains counselors to administer and interpret assessment tools; collaborates with faculty and staff; facilitates workshops and classroom presentations; plans and initiates new types of service delivery based on changing student needs, researching and maintaining information base pertaining to career and job specific exploration, implementing technological resources as necessary for career and personal exploration. Master's Degree in Counseling, Student Services or related field; knowledge of and coursework in the field of career development; experience with counseling in a college setting; excellent interpersonal and listening skills; demonstrated experience in working collaboratively with faculty and staff; demonstrated experience using technology in program oversight (including new media, web applications, Windows, and Outlook); experience with program assessment.

#### **DIRECTOR, GREEN JOBS ACADEMY – Renewable Energy (#100909-19153) Administrative-level under review**

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

**WELLNESS CENTER COORDINATOR 2009-2010 (#100109-14100) Administrative level 14.**

Discipline: Health and Physical Education/Exercise Physiology

Required: Masters Degree in the Health and Physical Education or Exercise Physiology. Must have experience as strength and conditioning professional. Candidate must have knowledge of nutrition, fitness assessment, program adherence, and educational programming for health and fitness in a collegial environment. Candidate must have current certification in First-Aid and CPR.

Preferred: Certification by the NSCA is preferred. Nutrition certification is a plus. One to four years work experience managing a fitness facility along with performing fitness assessments for diverse populations. Bachelors in health and physical education is helpful.

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

**COORDINATOR, WEB SYSTEMS – Information Technology Services (#070809-35101) re-posted**

Administrative level 15. Full-time position responsible for managing web systems requests, and coordinating and providing technical, supervisory, and analytical leadership in web services, web database systems, and web programming (SQL, MySQL, PHP, JAVA, etc.).

**Requirements:**

- Associate's Degree + 4 year's work experience, or Bachelor's Degree
- 4-6 years of job-related experience
- Experience in project management, business process engineering and best practice documentation

**Specific technology requirements:**

- Expertise in standards-based web development, including CSS-based layouts, web2.0 technologies (e.g., AJAX, JQUERY, etc.), and accessibility
- Expertise in PHP5/MySQL programming and database design/operations, ideally on both Windows Server and Linux environments
- Expertise in Microsoft SQL 2005 database management and use
- Experience with implementation/operations of content management systems for the web
- Experience with Windows services and \*NIX cron jobs

**Desired:**

- Knowledge of IBM's Unidata or similar non-normalized database environment

**MAINTENANCE/CUSTODIAL OPENINGS:**

No openings at this time.

**FULL-TIME FACULTY OPENINGS (2009-2010):**

## LIBRARY

**POSITION: STC FACULTY LIBRARIAN AT INSTRUCTOR/ASSISTANT PROFESSOR RANK (#100909-51201)**

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Department: **Library**

Required: ALA-accredited Masters Degree

Preferred: Professional library experience especially in higher education, College teaching experience, familiarity with current instructional technologies, experience in developing online tools such as LibGuides, web tutorials, etc.,

The successful candidate must be available to work at any of the three Bucks campuses.

## DEPARTMENT OF BEHAVIORAL SCIENCE

**POSITION: TENURE TRACK FACULTY, INSTRUCTOR/ASSISTANT PROFESSOR RANK (#100809-13200)**

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Discipline: **Psychology**

Required: Master's Degree in Psychology or Neuroscience or closely related field

**Preferred: We seek an individual who is prepared to teach the scientific and theoretical foundations of the discipline in the introductory course as well as in one or more of the following: research methods and/or statistics and/or neuroscience.** Additionally, we seek an individual with teaching experience in higher education, preferably in a community college; understanding of community college students and the mission of a community college; experience using classroom instructional technology and online instruction; curriculum development, advising, outcomes assessment, and pedagogy. Successful candidate will begin teaching on our three campuses beginning in January 2010.

Please submit the following to the College Human Relations Department: a cover letter, resume, names of three references, and informal transcripts from degree-granting institutions. **The cover letter should candidly address 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 SOCIAL SCIENCE

**POSITION: FULL TIME FACULTY - Tenure Track Faculty, Instructor/Assistant Professor Rank (#092909-13100)**

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Discipline: **Sociology**

Required: Master's Degree in Sociology or closely related field

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 may be assigned to teach online and in classrooms on our three campuses beginning in January 2010.

Please submit the following to the College Human Relations Department: a cover letter, resume, names of three references, and informal transcripts from degree-granting institutions. **The cover letter**

**should candidly address 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 LANGUAGE & LITERATURE

**Position:** FULL TIME FACULTY - Tenure-Track Instructor/Assistant Professor (#092909-12100)

**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:** FULL TIME FACULTY - Tenure track Instructor/Assistant Professor (#093009-12100)

**Discipline:** **English as a Second Language and Composition** – To teach ESL courses and basic writing, in particular sheltered sections of pre-college-level writing courses, and to advise ESL students.

**Required:** Masters Degree in TESOL, in addition to formal and extensive training in theory and practice of teaching composition.

**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 18901 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 MATH, SCIENCE & TECHNOLOGY

**Position:** FULL TIME FACULTY - Tenure Track Position Instructor/Assistant Professor (#092309-15200)

**Required:** Master's degree in Computer Science or highly related field

**Preferred:** Community College Teaching experience, e-Learning experience, Programming experience, interest in Game Design

Please submit a cover letter, resume, transcripts and at least 3 references with phone numbers and e-

## DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND NURSING 2010

**Position:** FULL TIME FACULTY - Tenure Track Position Instructor/Assistant Professor (#092209-14100)

**Discipline:** Physical Education/Health Education

**Required:** Masters Degree in Physical Education/Recreation or related discipline . BS or BA in Health/Physical Education required.

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

Candidate should demonstrate teaching expertise in health education courses such as Principles and Application Diet and Fitness, Women's Health, Life and Health, Nutrition, Individual Fitness and Wellness and Responding to Emergency. Ability to teach bowling, golf, yoga, self defense, aerobic dance and modern dance, fencing, soccer, and field hockey is preferred. Preference will be given to candidates with experience teaching and developing online courses in the disciplines of health and physical education along with current certification in responding to emergency and aerobic dance.

Please submit a cover letter, resume, transcripts and at least 3 references with phone numbers and e-mail addresses to Executive Director of Human Resources, Bucks County Community College, 275 Swamp Rd., Newtown, Pa 18901 or to [jobs@bucks.edu](mailto:jobs@bucks.edu)

## COACHES (PT):

**(#090209-14100)**

Assistant Coach is needed for **Women's Basketball**. Required: Bachelor's degree and 1-3 years coaching experience in Basketball 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.

**(#060109-14100)**

Assistant Coach is needed for **Volleyball**. Required: Bachelor's degree and 1-3 years coaching experience in Volleyball 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:

**Position:** Part time Faculty positions for Mathematics, Science and Technology (#101409-15200)

**Discipline:** Physics

**Required:** Masters Degree in Physics

**Preferred:** One to three years teaching experience at college level. Current opening is a day algebra-based Physics class with lab.

Please submit your letter of interest and resume the Executive Director of Human Resources, Bucks

**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

**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 (#100809-36600)**

Part-time position (11:00pm – 7:-00am – 16/hrs./wk. – 52 wks./yr.) providing protection, assistance and safety at the Newtown Campus; gives first aid and/or CPR to injured persons, and secures and safeguards the Newtown Campus building and equipment against fire, theft, vandalism and illegal entry; patrols building and parking lots for hazards, problems, etc.; investigates all incidents and accidents that occur on campus property and files reports with the Office of Security & Safety; assists Township Police and Fire personnel with incidents which occur on campus property and which pertain to campus events or activities; assists t with securing and locking up rooms and buildings. HS Diploma/GED; valid operator’s license; ability to perform interior and exterior patrols; one year security experience; related education and knowledge of CPR and first aid desirable. Start date: ASAP. Salary: \$12.3725/hr.

## **PER-DIEM OPENINGS:**

**SPECIALIZED SUPPORT – PER DIEM (C7) (#103009-16101) – Public Safety (Doylestown)**

37.5 hours/wk. for 12 weeks. Provide support to the Public Safety Training Center staff with course registrations and related processing. High school diploma, computer (Word, Excel), general office and good customer service skills required. Ability to work efficiently in a fast-paced environment.

## **CAMPUS ASSISTANT/UPPER BUCKS CAMPUS (#091609-61110)**

Part-time (8-10 hrs./wk. up to 48 wks. per year) at the **Upper Bucks Campus – Perkasi, PA**. Responsibilities: Receptionist; delivery of campus services; general office work including answering telephones, sorting mail, office coverage, and maintaining bulletin boards etc. Applicant must have good interpersonal skills. Start date: ASAP. Salary: \$9.79/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 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.**