



Bucks County Community College

BUCKS IS COMMITTED TO EQUAL OPPORTUNITY AND DIVERSITY

APPLICATION DEADLINE OPEN UNTIL FILLED --- UNLESS OTHERWISE STATED

jobs@bucks.edu

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

*****JOB # MUST BE INCLUDED ON RESUME IN ORDER TO PROCESS*****

ANY APPLICATION/RESUME RECEIVED WITH MISSING CONTACT/ADDRESS INFORMATION WILL NOT BE CONSIDERED

Employment Opportunities

June 28, 2011

CLASSIFIED OPENINGS:

No openings at this time.

ADMINISTRATIVE OPENINGS:

DIRECTOR, CORPORATE TRAINING - Workforce Development (#060911-17000)

Administrative level 16 –

Temporary full-time position responsible for the innovative generation of new business leads and the resulting revenue growth of new and existing business accounts in noncredit workforce development initiatives. This entails cultivating current private and public clients and prospects to promote workforce development, continuing education, and consulting services.

Primary duties:

- Generates revenue through development of business leads and sales of all workforce development programs
- Performs client needs assessments, writes proposals and training plans and develops course/program budgets
- Initiates, directs and coordinates course/program delivery and subsequent analysis of programs and client accounts to assess viability and profitability

Requirements:

- Bachelors degree + 4-6 years related experience
- Communicate comfortably and effectively both vertically and horizontally within the College structure, with business clients and among various government agencies and organizations in the community.
- Be comfortable with cold calling of client prospects
- Initiate and develop external contacts resulting in the sale of department programs.
- Utilize current MS Office products and office technology.
- Manage multiple priorities simultaneously.
- Nontraditional hours may be required for attendance at meetings and programs.

Start Date: ASAP

SENIOR ACCOUNTANT – FT Administrative Level 15

IMPORTANT, PLEASE READ CAREFULLY BELOW!

This position is being listed through our pilot of a new employment application system. Applications for this position will only be accepted at the URL indicated. For more information about this position and to apply, please go to: <https://apps.bucks.edu/bucksac/jobs/browse/>.

All other positions, unless otherwise noted, send your cover letter and resume, with position number indicated, to: jobs@bucks.edu.

DIRECTOR, COUNSELING AND STUDENT SUCCESS PROGRAMS – FT Administrative Level 16

IMPORTANT, PLEASE READ CAREFULLY BELOW!

This position is being listed through our pilot of a new employment application system. Applications for this position will only be accepted at the URL indicated. For more information about this position and to apply, please go to: <https://apps.bucks.edu/bucksac/jobs/browse/>.

All other positions, unless otherwise noted, send your cover letter and resume, with position number indicated, to: jobs@bucks.edu.

MAINTENANCE/CUSTODIAL OPENINGS:

CUSTODIAN 1 (#051811-71300) (Monday-Friday - 6am-2:30pm) re-posted

Per-diem full-time position cleaning buildings, classrooms and offices; removal of trash; restroom cleanup; heavy and light cleaning of interior and exterior of buildings. HS Diploma/GED; ability to lift and carry 50 lbs.; ability to operate industrial floor and carpet machinery. Start date: ASAP. Salary: \$14.2678/hr.

FULL-TIME FACULTY OPENINGS:

FULL-TIME FACULTY-HEALTH INFORMATION TECHNOLOGY

Bucks Community College is currently seeking a full-time faculty position to teach Health Information Technology.

(#033011-15100)

Job Description:

- teach courses in the Health Information Technology (HIT) program with flexibility to instruct at multi-campus locations, day, evening and/or weekend classes;
- provide an excellent teaching experience to Bucks County Community College students, including recruitment activities, program advising, and program/curriculum development;
- serve as coordinator of the Healthcare Information Technology and Externship programs;
- explore accreditation with Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM);

- evaluate student mastery of skills and competencies required by course outcomes; and
- develop and update syllabi and course materials related to program/curriculum.

Qualifications:

Required:

- Bachelor's degree in HIT or HIM with RHIA or RHIT credentials and minimum of six (6) years relevant experience

Preferred

- Master's degree in life sciences or related field
- Minimum of 2 years community college teaching experience
- Experience in education methods and administration as well as current accreditation and certification procedures

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND NURSING 2011-2012

Position: Tenure Track /Instructor (#040711-14300)

Discipline: Nursing

Required: Masters Degree in Nursing (MSN) Ability to supervise students in Maternity or Mental Health Area: In addition strong Medical Surgical Skills Required.

Preferred: Teaching experience in higher education; knowledge of the applications of instructional technology; experience with community college students, strong curriculum development background, and pedagogy. On line learning platform experience essential, strong skills with excel spreadsheets and Microsoft office suite. Scenario development a plus. . Current clinical experience including standards of care, scheduling, and diversity in practice.

Applicant review will continue until the position is filled.

COACHES (PT):

Position: HEAD WOMEN'S VOLLEYBALL COACH (#062411-14100)

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 women's volleyball. 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.

(#062311-14100)

An **Equestrian Assistant Coach** is needed. Required: Associates degree and 1-5 years coaching experience 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.

Position: HEAD TENNIS COACH (#091710-14100)

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 tennis. 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.

Position: HEAD BASEBALL COACH (#092010-14100)

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 baseball. 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.

(#081010-14100)

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

(#072110-14100)

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

PART TIME Faculty Student Planning Counselor (Evening) (#062111-61500)

Part-time faculty (Monday-Thursday, 2-3 evenings per week) position within the Student Planning area reporting to the Director Counseling and Student Success Programs. The generalist Counselor provides information and advice to enrolled and prospective students regarding academic programs offered, the transfer planning process, career exploration, goal setting and strategies for academic and life success. Master's degree in Counseling or related area; National Board Certified Counselor certification preferred; 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 to assist advising and counseling; computer skills (keyboarding, Microsoft Office, use of Internet for research)

Position: Part time faculty positions for Health, and Physical Education (#012411-14100)

Discipline: Health Courses: Life and Health

Required: Masters Degree in Health Education or Physical Education

Must be able to teach during the day and willing to travel to the Upper Bucks Campus/Perkasie

One to three years teaching experience at the high school or college level.

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

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

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. Resumes will be reviewed upon submission.

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

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)

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)

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)

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

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:

OPERATIONS TECHNICIAN 9 – Learning Technologies (#042711-51204)

15 hrs./wk. – 30 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.

NURSING TUTOR – Tutoring Center (#101510-51205)

Part-time (10-15 hrs. /wk. – 40 wks. /yr.) position tutoring students in the Drug Calculations NURS120 course. Tutor students in additional nursing classes, such as Nursing 101 and 102, if qualified. **Required:** Associate's Degree in Nursing; Course requirement: 4.0 in Drug Calculation Course/3.2 CGPA; excellent communication skills; **Preferred:** ability to tutor additional nursing courses; ability to work evening hours if needed. Start date: ASAP. Salary: \$11.20/hr.

GRANT OPENINGS:

No openings at this time.

NON-CREDIT OPENINGS:

ELECTRICAL APPRENTICESHIP INSTRUCTOR

Excellent per diem opportunity! We seek trainers to provide classroom and lab instruction to First Year Electrical **Apprenticeship** students at the Green Jobs Academy in Bristol, PA. Must be proficient in NEC code and application, have good communication skills, reliable transportation and be able to use the computer and Internet. Requires Journeyman's license and/or 5 years experience. Evening position available. Contact Ira Weissman, Director, Green Jobs Academy at Weissman@bucks.edu, (215-788-3593) or Chris Gillespie Assistant Vice President, Continuing Education and Workforce Development at gillespi@bucks.edu, 215-504-8532.

SPANISH SERVSAFE® INSTRUCTOR

Workforce Development is seeking a qualified Spanish ServSafe® Instructor to teach Certification and Re-Certification classes on a contract basis. Must be available to teach during the day. **Required:** NRAEF (National Restaurant Association Educational Foundation) Dual Role Status which includes the designations of both Certified Instructor and Registered Proctor. Must be able to teach in Spanish. Contact Holly Beck, beckh@bucks.edu (215-504-8533) for more info.

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 (215-504-8695) or Ronni November, 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.

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.

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

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: Janet Baker, Director, Allied Health at 215-968-8324 or email bakerj@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.

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.