

## **Position Announcement**

Independence Community College is seeking applications for the position of **Biology Instructor**. Independence Community College is located in Southeast, Kansas and serves approximately 2000 full- and part-time students each year.

### **Position Summary**

The college is seeking a team-oriented professional for the position of instructor of Biology. Teaching areas will include General Biology for non-majors, Anatomy & Physiology, Organismal Biology, and Biology for majors courses. The instructor will be responsible for the development and documentation of course and program outcomes; will provide a positive learning environment; will maintain and enhance teaching and learning excellence through ongoing professional development; and will maintain student success and retention through academic advisement.

### **Qualifications**

A Master's degree with 18 graduate hours in the biological sciences is the minimal requirement for this position. Persons close to this may apply with a plan for completion included with the application. Community college teaching experience preferred. Experience with alternative technological delivery systems beneficial.

### **Position Information**

Full time 9-month position. Reports to the Division Chair of the Science, Technical, Engineering, and Business Division and to the Vice President of Academic Affairs. Starting date is August of 2018. Compensation package includes salary commensurate with experience and credentials. Liberal benefit package.

### **Application Procedures**

Candidates whose education and experience match or exceed the job requirements either apply online at <http://www.indycc.edu/about-us/human-resources/index>.

Please include the following as attachments:

- Cover Letter
- Résumé
- Transcripts (unofficial copies are acceptable for consideration, but official copies will be required for employment) from a regionally accredited institution of higher learning recognized by the U.S. Department of Education.
- Three references with contact information

## **Biology Instructor**

**Faculty members, as part of the instructional team of Independence Community College, administer programs of instruction with the direct assistance of the Division Chairperson and under the supervision of the VPAA (Chief Academic Officer). Faculty members develop, maintain, and enhance outcome-based educational opportunities for learners to fulfill the mission and strategies of the College.**

### **Scope of Work:**

1. Teaching areas will include General Biology for Non-Majors, Anatomy & Physiology, Organismal Biology, and Biology for majors courses.
2. Responsible for the development and documentation of instructional outcomes.
3. Fiscally responsible for assisting in budget development, budget implementation, and control necessary to deliver instructional programs in an efficient and effective manner to provide access and quality learning experiences.
4. Responsible for the development and publication of the instructional content of outcome-based learning programs meeting the needs of the diversified population of learners attending Independence Community College.
5. Provide a positive learning environment committed to ICC student success by being receptive to various learning styles found in the comprehensive community college setting.
6. Be available during posted office hours for student advisement and academic assistance that encourages retention, continuity, learner progress, and student success.
7. Maintain and enhance teaching excellence through ongoing professional development by participation through in-service training, workshops, seminars, travel, and publication.
8. Provide input in the college's organizational shared governance structure through involvement in committees, councils and supportive activities related to the development and enhancement of the college mission and strategies.
9. Ensure maintenance and repair of equipment in Biology labs.
10. Be an active participant in Program Review.

### **General Job Requirements:**

1. Timeliness of reports and communications.
2. Collaborative, collegial, and responsible work habits.
3. High degree of ethical standards, including adherence to general rules of safety, procedures, and fair labor standards.
4. A commitment to high professional standards, including professional growth.

### **Essential Job Functions:**

1. Clarity of thought and expression in oral and written communications.
2. Time management skills.
3. Willingness and ability to assist in development of new programming, including funds development and curriculum development.

4. Electronic media literacy.
5. Content area expertise in the assigned field of teaching and an interest in imparting knowledge to others.
6. Willingness and ability to assist in the development and revision of curricula, particularly emphasizing competency-based instruction.
7. Ability to communicate effectively with students, staff, and community with sensitivity to diverse learning styles and developmental needs.
8. Ability to use a variety of instructional media as necessary.
9. Ability to drive and valid driver's license.