



# NORTHERN PENNSYLVANIA REGIONAL COLLEGE

**Position Title:** Part-time Instructor Pool

**Date Posted:** October 30, 2018

**Close Date:** Open until filled

**Priority Deadline:** n/a – Ongoing review

**Description:** Northern Pennsylvania Regional College is seeking to establish a pool of instructors interested in teaching part-time and/or developing courses in any of the following subject areas. Instructors may be asked to teach in credit-based programs and/or in non-credit workforce development programs. Instructors may teach from one of approximately twenty (20) locations within northern Pennsylvania.

- Emergency medicine (must hold EMS Instructor certificate)
- Manufacturing & Machining
  - o To include subjects such as CNC (computerized numerical control); GD&T (Geometric Dimensioning and Tolerancing); Precision Machining; Blueprint Reading; Metallurgy; Welding; Safety (OSHA standards); Fabrication; CAD/CAM Software Applications, etc.
- Building Inspection
  - o To include residential and/or commercial inspection
  - o Hazmat training
- Applied Business Skills
  - o To include subjects such as Accounting; Customer Service; Entrepreneurship; Marketing and Sales; Quality Management; Conflict Management and Resolution; Business Technology, etc.
- Computer Applications Writing 1 and 2 / Applied Communication
- Business and Professional Communication
- Public Speaking
- Applied Physics
- Business Administration
  - o To include subjects such as Accounting; Business Foundations; Marketing; Management; Business Law; Business Technology; Economics, etc.
- Applied Health Training
  - o To include subjects such as CPR, First Aid, Certified Nursing Assistant, etc.
- Applied Physics
- Math
  - o To include subjects such as Applied Math; Quantitative Reasoning; Introduction to Statistics; College Algebra
- Psychology
- Sociology
- US Government and Politics
- Biology
- Environmental Issues
- Philosophy
- Fine Arts Appreciation/ Music Appreciation
- Literature
- History
- Theology
- Criminal Justice
- Early Childhood Education

**Nature of the assignment:** Instructors will teach classes within the approved discipline/subject area. In addition, the instructor will be responsible for assisting in developing, maintenance, and updating of curriculum relevant to the assigned instructional area. Instructors may be asked to teach in either the credit-bearing classes that lead to a degree or certificate, or in non-credit workforce development classes, depending upon the needs of the College and the credentials/certifications/experience of the applicants.

**Qualifications:**

- Technical Program course instructors require one of the following to qualify as an instructor in the College's credit-bearing AAS or Technical Certificate programs:
  - o Industry-related certifications and two or more years of documented professional experience relating to the complete instructional content of the course; OR
  - o An associate degree or higher in the field taught and two or more years of combined additional training and professional experience with documented competence in the field or program area in which they teach; OR
  - o A bachelor's degree in the field taught.
- Non-credit Workforce Development course instructors must be able to demonstrate thorough knowledge of the subject matter and/or have experience in the field with the ability to teach and to communicate well with students; having an ability to assist in the development and/or improvement of curriculum is a plus; having earned one or more industry certifications and/or having earned a college certificate or degree in the field is preferred.
- Academic Program course instructors require one of the following to qualify as an instructor in the College's credit-bearing AA, AS, or Certificate of General Studies programs:
  - o Master's degree in the discipline or sub-field of study in which they teach, OR
  - o Master's degree in a related field with a minimum of 18 graduate hours specific to the discipline, OR
  - o Master's degree in a related field with a minimum of 6 graduate hours specific to the discipline AND
    - Minimum of two years or four academic terms of any combination of teaching discipline-specific courses at the college level or discipline-specific Advanced Placement courses at the secondary level; OR
    - Minimum of five years of discipline-specific teaching experience at the secondary level in grades 7-12 and a valid professional teaching license recognized by the Commonwealth of Pennsylvania at the secondary level for grades 7-12 specific to the discipline; OR
    - Industry-related certifications and/or documented professional experience that correlates to at least 75% of the instructional content of the course.

**Application Process:**

**Submit:** Letter of interest, resume or curriculum vita, college transcripts (if any), professional certifications and/or license (if any), and contact information for 3 references:

**Via Mail:** Northern Pennsylvania Regional College  
Attn: Human Resources  
300 Second Avenue, Suite 500  
Warren, PA 16365

**Via Email:** [employment-hr@rrcnpa.org](mailto:employment-hr@rrcnpa.org) -- include the position title in the subject line