

# Adjunct Faculty: Computer Applications and Computer Technology

## College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic, and highly skilled candidate to serve as a Computer Applications and Computer Technology faculty. This person will also work closely in a team environment with other Office of Instruction personnel who support the goals and objectives of the instructional programs and services of the college. This position will work in conjunction with and support of the College's mission: to serve our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon: the county seat of Tillamook County. The county has a population of 26,000 and TBCC serves nearly 2,000 students during the academic year.

## Organizational Relationship

Reports to the Vice President of Instruction.

## General Statement

Under the direction of and in close collaboration with the Vice President of Instruction, the successful faculty member will serve Tillamook Bay Community College by teaching a variety of Computer Applications and Computer Technology courses to ensure students learn and successfully complete their educational goals.

TBCC seeks a collegial, dynamic educator committed to creating an environment of active student learning while engaging in scholarly activity and service in accordance with the mission and goals of the department and college. The successful candidate must be able to act as a member of the team, have highly developed interpersonal skills, and have the ability to communicate with people at all levels. TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

## Term of Employment

Adjunct employment is paid per class.

## Major Areas of Responsibility

1. Effectively teach coursework in assigned discipline.
2. Support student's academic success through innovative teaching and support mechanisms.
3. Engages in assessment of programs, course, program and institutional learning outcomes via

Student Outcomes & Assessment database.

4. Use data for course/program/institutional improvement.
5. Attend faculty professional development and orientations as required and requested.

### **Specifful Responsibility**

1. Teach coursework that may range from developmental education through transfer level courses following course learning outcome guidelines.
2. Measures student progress, course progress, program progress and institution level progress and uses data to improve all.
3. Meets all scheduled class periods and makes up any absences promptly. May be asked to fill in for adjunct faculty in emergency situations.
4. Prepares and develops materials for assigned classes.
5. Communicates objectives and expectations of each course through multiple modalities and checks for understanding (e.g. in person, syllabi, Moodle).
6. Grades according to course objectives and reports students' progress in a timely manner.
7. Utilizes Moodle gradebook and Drop Out Detective to ensure student success.
8. Integrates current teaching methods and technological changes and developments into curriculum and classroom presentations.
9. Utilizes outcome-based learning principles.
10. Uses institutional process (e.g. database) to collect and analyze information.
11. Works with Librarian to familiarize students with the availability and use of reference materials and internet research in discipline.
12. Engages in active teaching and field best practices utilizing innovation and creativity.
13. Is not afraid to take risks, monitor implementation, assess and revise as needed.
14. Supports diversity through inviting classroom and learning environment.
15. Establishes, posts and maintains office hours and is accessible based on student need according to policy and procedure.
16. May provide support to students outside of the classroom environment as needed (e.g. tutoring labs, studios).
17. In conjunction with Student Services, assists with academic discipline related advising and retention efforts.
18. Applies appropriately identified accommodations for students with differing abilities.
19. Supports student activities.
20. May mentor new adjunct faculty in discipline.
21. Works cooperatively across the college to help the college achieve its mission and goals.
22. Utilizing expertise, provide input on subject area pre-requisites for all programs, courses and certificates.
23. May serve as sponsor for dual credit instructors in high schools.
24. Reviews library holdings related to discipline at least annually and recommends materials for purchase.
25. May provide input and feedback on instructional and instruction related budgetary needs, and development.
26. Provides feedback and input, when asked, on institutional and academic policies and procedures.
27. May represent the instructional area and the college in local/state/consortia meetings as assigned.
28. Participates in evaluation process according to policy and procedure.

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, color, sex marital status, sexual orientation, religion, national origin, age, disability, height/weight ratio, organizational affiliation, or political affiliation in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources, 4301 Third Street, Tillamook, Oregon, Room 108, Phone (503) 842-8222, ext. 1021

29. Maintains a positive, professional demeanor.
30. May serve as a representative of the instructional department to include participation on curriculum committee, faculty meetings, and faculty senate.

### Minimum Qualifications

- Master's degree in discipline or Master's degree in related discipline plus a minimum of 6 graduate level credits in subject.
- Experience working in an educational environment and/or teaching at the college level.
- Minimum three years of positive work history.
- Proficient in Microsoft Office applications, with an emphasis on Excel.
- An ability to teach Computer Applications and Computer Technology courses is required.

**NOTE:** Some travel may be required including professional meetings. Occasional evening or weekend work.

### Preferred Qualifications

- Doctorate in subject.
- Five years' experience working in higher education.
- Applicants demonstrating expertise or experience in serving under-prepared students will be given preference.
- A genuine passion for teaching, scholarship and service is strongly desired.
- Knowledge of innovative and effective classroom teaching methods will also be appreciated.

### Knowledge, Skills, Abilities

- Requires people skills, ability to multitask, and a calm demeanor, with a knack for productive collaboration across functional areas.
- Strong writing skills.
- Effective presentation skills.
- Strong organizational skills.
- Ability to work independently and in a self-directed manner.
- Ability to handle multiple priorities in a multi-tasking environment.
- Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion.
- High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
- Flexible and able to coordinate multiple complex activities, set priorities and work independently under deadline with attention to detail.
- Ability to work in an environment where ambiguity is not uncommon and where development and implementation phases may occur simultaneously.

### Compensation and Position Availability:

Compensation in accordance with Board Policy.

### Application Information

Applications must include:

- Application
- Cover Letter

- Resume
- Unofficial Transcripts
- Affirmative Action Form (Voluntary)

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant. Candidate selected for hire must provide official academic transcripts.

To print application go to Human Resources - [Tillamook Bay Community College](http://www.tillamookbaycc.edu)

Please respond via email with **cover letter, resume, application, unofficial transcripts, and a minimum of three references** to: [HR@tillamookbaycc.edu](mailto:HR@tillamookbaycc.edu)

Applications may also be submitted in person or mailed to:

Tillamook Bay Community College

Attn. Human Resources

4301 Third Street

Tillamook, OR, 97141