

BUSINESS TECHNOLOGY INSTRUCTOR
(ONE -YEAR POSITION-INTERNAL CANDIDATES ONLY)

APPLICATION DATE: This recruitment is open to **Internal Candidates only**. To ensure full review of your application, materials should be received by 5:00 p.m., **July 13, 2009**. Preliminary Screening will begin on July 14, 2009.

ANTICIPATED DATE OF EMPLOYMENT: September 15, 2009.

SALARY: The College will provide a one academic year salary of \$39,500 and benefits as allowed by the state. This is a one-year position with a 40- to 42-credit (or its equivalent) course load. This is a single-year sabbatical leave replacement position.

RESPONSIBILITIES:

- Teach a broad range of Business Information Technology courses that include basic and advanced business information technology skills, business ethics, customer service, business communication; administrative management; and conflict resolution;
- Deliver courses individually and collaboratively in a variety of modes, including face to face, hybrid, online, and modular formats;
- Participate in departmental and cross-disciplinary curriculum development and delivery that is responsive to changing technologies in contemporary business;
- Assist the department in maintaining close working relationships with local employers, professional organizations and the department's Advisory Committee;
- Promote and apply the College's values for creating a learning environment of mutual respect and fairness, while encouraging creative and critical thinking;
- Participate in curriculum development that is responsive to a diverse community, students' needs and interests, and changing technologies in contemporary learning environments;
- Engage in department, division and college initiatives, as well as the shared governance of the College;
- Collaborate with colleagues in discussions of creating and observing department policies, course materials, teaching methodologies and assessment methods;
- Maintain competency in teaching and the discipline through professional development activities;
- Teach a flexible schedule, potentially including evening, on-line/hybrid, and/or off-campus assignments; and
- Perform other contracted duties.

SKILLS, ABILITIES AND CHARACTERISTICS:

Applicants must possess a combination of academic preparation and professional experience that demonstrates the ability to:

- Incorporate changing technologies and utilize a variety of teaching strategies in the classroom and on-line;
- Create a classroom environment focused on active learning in which all students are welcomed and encouraged to participate;
- Respond to various student learning styles by utilizing a variety of teaching strategies and assessment practices;
- Communicate effectively in oral and written English;
- Work independently, as well as with colleagues, and exhibit problem-solving skills;

- Work and interact effectively with students, faculty, staff, educational partners, and community members who span a diverse range of languages, nationalities, socio-economic levels, and educational experiences; and
- Contribute to the College's appreciation of diversity and foster a climate of multicultural understanding.

MINIMUM QUALIFICATIONS:

- Bachelors degree in business, business education, or a related field (pending degrees must be verified by a letter from the granting institution); and
- Two years of recent professional work experience in the field related to business information technology, customer service and administrative management.

DESIRED QUALIFICATIONS:

- Community college or undergraduate teaching experience.
- Demonstrated skills and experience in business outreach.
- Post-Bachelors degree coursework in business, business education, or a related field.

APPLICATION PROCEDURES

As part of their materials, candidates must submit an official Highline Community College application form. The form is available to download on the Highline Community College website: <http://www.highline.edu/admin/hr/job> . The form may also be requested by emailing jobs@highline.edu. *Resumes will not substitute for the official application.*

Applications received by 5:00 p.m. on **July 13, 2009** will receive primary consideration. Later applications may be considered until the position is filled. Application materials may be returned to the above address in person, by e-mail, or may be faxed to **(206) 870-3773**. Should you decide to fax or e-mail your materials to us, please also submit original documents by mail to: **Human Resources Department, Highline Community College, P.O. Box 98000, M/S 99-200, Des Moines, WA 98198-9800**. To view our web site, go to www.highline.edu/admin/hr . For specific information concerning the department, you may contact **Business Division Chair Joy Smucker** at jsmucker@highline.edu or at 206-878-3710, extension 3856.

The following materials should be submitted as a package:

(Letters of recommendation may be sent to the Office of Human Resources under separate cover)

- A letter of application that addresses your qualifications as they relate to the skills, abilities and characteristics set forth in this announcement;
- One page statement addressing the following:
Please describe your understanding of and commitment to diversity and how diversity contributes to Learning communities. What can you contribute to a diverse learning community, and what insights have you gained as a result of personal experiences?
- A detailed résumé;
- An official Highline Community College application form; <http://www.highline.edu/jobs>;
- Transcripts documenting undergraduate and graduate course work and degrees (unofficial transcripts may be submitted - official transcripts required upon employment); and
- Three current letters of recommendation.

All materials submitted become the property of Highline Community College and cannot be returned. Personal copies need to be made prior to submitting application materials to the Human Resources Department. Copying services are not provided by the Human Resources Office. Any corrections, modifications, or changes relating to this positions announcement will be posted in the Human Resources Office, Building 99, Highline Community College.

THE COLLEGE:

Highline Community College takes pride in maintaining an institutional culture that values innovation, diversity, globalization of curriculum, and community participation. The College has been nationally and internationally recognized for its initiatives in those areas. The main campus is perched on a hill overlooking beautiful Puget Sound and the Olympic Mountains, and is located on an 80-acre wooded site in the Pacific Northwest, 20 minutes south of downtown Seattle. The College enrolls one of the most diverse student populations and serves some of the most diverse communities in the Pacific Northwest. With more than 10,000 students and 300,000 alumni, Highline is one of the state's largest institutions of higher education. Established in 1961, it is the oldest community college in King County. Faculty and staff number more than 1,200, including approximately 140 full-time faculty and 350 part-time instructors. For more information about Highline Community College, its mission, programs, degrees, pre-college, basic education and other training programs, please visit our web-site at www.highline.edu.

HIGHLINE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR AND OPERATES UNDER AN AFFIRMATIVE ACTION PLAN. THE COLLEGE STRONGLY ENCOURAGES QUALIFIED MEN AND WOMEN OF ALL RACES, RELIGIONS, AND ANCESTRY; DISABLED AND VIETNAM ERA VETERANS; AND PERSONS OF DISABILITY TO APPLY. APPLICANTS WITH DISABILITIES WHO REQUIRE ASSISTANCE WITH THE RECRUITMENT PROCESS WILL BE ACCOMMODATED TO THE EXTENT REASONABLY POSSIBLE. TO REQUEST ACCOMMODATIONS CALL (206) 878-3710 EXTENSION 3220 OR TTY FOR THE HEARING IMPAIRED AT 1-800-223-3131.

If hired, you will be required to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country.