

POSITION VACANCY

May 15, 2015

Name of position: Office Administration Instructor
Applications accepted through: June 5, 2015
Effective date of employment: August 17, 2015
Length of employment: Full-time, 9-month position
Salary range: \$42,000 - \$45,000

Position requirements:

- Bachelor's degree in Business Education or related business field is required; a Master's degree is preferred
- Two years' experience teaching office-related courses, such as keyboarding, word processing, records management, office management, and business English is required, preferably at the post-secondary level
- Proficiency in Microsoft applications (Word, Excel, PowerPoint, and Access)
- Experience in teaching online courses and demonstrated use of technology in instruction is preferred
- Work experience as an administrative assistant is preferred
- Excellent written and verbal communication skills

Position duties:

Primary responsibilities include teaching day, evening, and distance education courses in the Office Administration program (average of 18-21 contact hours per semester). Other duties include recruiting, advising, and registering students; developing, planning, implementing, and evaluating curricula; preparing course syllabi and lesson plans; serving on assigned committees; participating in college activities and professional development opportunities; and performing other duties as assigned by the department or division chair.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.

APPLICATIONS: Submit an original Wayne Community College [employment application](#) and all support materials, including copies of transcripts of all post-secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.