

## POSITION VACANCY

October 1, 2015

Name of position:	Human Resource Development Instructor
Applications accepted through:	October 16, 2015 (or until filled)
Effective date of employment:	November 1, 2015
Length of employment:	Part-time
Salary range:	Commensurate with education and experience

### Position requirements:

A Bachelor's degree from a regionally accredited institution is required in Business Administration, Communications, Education, Criminal Justice, Human Resources or a related field. One to three years' experience is preferred. The National Career Readiness Certificate (NCRC) is required. Computer skills are required. Excellent written and verbal communication skills are required. This position reports to the Director of Continuing Education Services – Human Resources Development.

### Position duties:

The Human Resource Development Instructor will teach job readiness skills at multiple worksites in Wayne County to meet the needs of today's job market. Duties include the following:

- Responsible for the classroom instruction of Human Resources Development curriculum in accordance with course descriptions.
- Develop, update and implement curriculum and educational materials and methods used to advance learning in the classroom.
- Organize and maintain class area, including physical facilities, equipment, inventory and materials in a clean, neat operating condition.
- Maintain accurate class attendance records, compile Human Resources Development student registration/fee waiver information and submit reports and administrative paperwork in a timely manner.
- Responsible for coaching, follow up and tracking student success.
- Promote and recruit for Human Resources Development and National Career Readiness Certification throughout the community.

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 may be downloaded from our website at [www.waynecc.edu](http://www.waynecc.edu). Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*