

# TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

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## RECRUITMENT ANNOUNCEMENT ADJUNCT INSTRUCTORS (various departments)

**JOB TYPE** – Adjunct Faculty (part-time)  
**DEADLINE** – Open until filled

**LOCATION** – Ontario, Oregon  
**DEPARTMENT** – Academics

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Treasure Valley Community College is currently accepting applications for adjunct faculty within several of its' academic departments. Specifically, we are looking to fill positions within the following areas:

*Science*

*English / Literature*

*Social Sciences*

*Physical Education*

These are mostly in-person positions but may also include on-line instruction as well. Applicants may be asked to teach at the main campus or at the Snake River Correctional Institute in Ontario, Oregon.

### **MINIMUM QUALIFICATIONS**

Master's degree from accredited institution in directly or closely related field. Demonstrated ability to communicate effectively. Must be able to work in a team environment and be open to effective and appropriate uses of technology in the curriculum. Must be able to use computer technology to enhance instruction.

### **PREFERRED QUALIFICATIONS**

Previous teaching experience at community college (or higher) level.

### **RESPONSIBILITIES**

Duties may include but are not limited to:

- Provide classroom instruction.

- Create a positive learning environment for students using innovative, effective and diverse teaching methods to engage students in their own learning and enhance student success.
- Utilize classroom assessment techniques to improve instruction.
- Evaluate and document student progress keeping students apprised of both.
- Work effectively with colleagues and students of various cultural (including traditional, non-traditional and international students) and socio-economic backgrounds.

*This announcement covers the most significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.*

### **TERMS OF EMPLOYMENT**

These are part-time, non-tenured positions. Schedules may include late afternoons and/or evenings, in-person or online instruction, or in a “smart” classroom.

### **APPLICATION PROCEDURE**

#### **A complete application file consists of the following:**

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at [www.tvcc.cc/hr/jobs.cfm](http://www.tvcc.cc/hr/jobs.cfm)

**APPLICATION SUBMISSION:** All application materials should be submitted or mailed to: [hr@tvcc.cc](mailto:hr@tvcc.cc) or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

**NOTE:** If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

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### **TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.