



# ADJUNCT INSTRUCTOR

Applications are accepted on a continuous basis

## **JOB VACANCY NOTICE**

**May 2007**

**JOB SUMMARY:** Hawkeye Community College is continuing to accept applications from individuals interested in teaching part-time. A normal assignment would be one to three classes per week; day, evening, and weekend sections may be available. These individuals will plan and guide the learning processes for students toward the achievement of curriculum goals and objectives as identified and documented in course outline materials. Other responsibilities include employing instructional methods and materials that are most appropriate for meeting objectives; assessing the accomplishments of students on a regular basis according to department policies and procedures; and providing progress reports (evaluations and grades) as required.

## **QUALIFICATIONS:**

1. Teaching **TRANSFER COURSES** requires a Master's Degree including a minimum of 12 semester hours of credit at the graduate level in the discipline area to be taught.
2. Teaching **NON-TRANSFER AND DEVELOPMENTAL COURSES** requires a Bachelor's degree including courses in teacher preparation.
3. Teaching **TECHNICAL COURSES** requires a minimum of an AAS Degree or a minimum of three years (6,000 hours) of documentable paid employment related to the area of discipline.

Qualifications include the ability to communicate with students and the public. Must be able to apply supervisory skills, motivate students, be personable and professional, have patience with and understanding of students, and be able to learn and apply new concepts and ideas.

**EMPLOYMENT STATUS:** Part-time, hourly. Starting pay is \$38.00 per contact hour. Classes begin in August (Fall term), January (Spring term), and May & June (Summer terms).

**APPLICATION PROCEDURE:** Application materials should be submitted to the Human Resource Services Office. To complete an online application, go to [www.hawkeyecollege.edu/employment](http://www.hawkeyecollege.edu/employment). To request application and information materials, please e-mail [jobs@hawkeyecollege.edu](mailto:jobs@hawkeyecollege.edu) or call our Job Line at (319) 296-2329 extension 5000. If you are in need of any special accommodation in completing the application process, please notify a member of Human Resource Services.

Hawkeye Community College does not discriminate on the basis of sex, race, age, color, creed, national origin, religion, disability, or sexual orientation in its educational programs, activities, admission procedures, or employment practices. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator, Human Resource Services, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405.

Human Resource Services, Hawkeye Community College, P.O. Box 8015, Waterloo, IA 50704-8015 [www.hawkeyecollege.edu](http://www.hawkeyecollege.edu)



## APPLICATION FOR EMPLOYMENT

Position Applied For: **ADJUNCT INSTRUCTOR**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Is there any name, other than the name state above, which you have previously used to identify yourself: \_\_\_\_\_

Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Other Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address \_\_\_\_\_

Are you a resident of Iowa who has served in the armed forces of the United States and was discharged from service under honorable conditions? Yes  No  Dates of Services \_\_\_\_\_

Are you 18 or older Yes  No

Are you legally eligible to work in the U.S. Yes  No

### EDUCATION

Please list all post high school/GED education including college, graduate, and professional or industry training

Institution Name	City	State	Degree Attained	Date Attained	Major/Minor Coursework

### CRIMINAL RECORD

The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor.

Have you ever been convicted of a felony?  
 Yes  No  If yes, explain \_\_\_\_\_

Have you ever been convicted of a serious misdemeanor?  
 Yes  No  If yes, explain \_\_\_\_\_

**Note:** Convictions will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.

**EMPLOYMENT HISTORY**

Complete the following information in full. List in order your most recent job first and include relevant military experience or unpaid work experience, if any. Be sure to include an explanation of all gaps in time of employment.

Job Title		Employment Date	Employer
Duties		From _____ Mo/Yr	Address
Reason for Leaving		To _____ Mo/Yr	Telephone
Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours/Week	Salary	Supervisor's Name

Job Title		Employment Date	Employer
Duties		From _____ Mo/Yr	Address
Reason for Leaving		To _____ Mo/Yr	Telephone
Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours/Week	Salary	Supervisor's Name

Job Title		Employment Date	Employer
Duties		From _____ Mo/Yr	Address
Reason for Leaving		To _____ Mo/Yr	Telephone
Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours/Week	Salary	Supervisor's Name

Job Title		Employment Date	Employer
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Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours/Week	Salary	Supervisor's Name

Job Title		Employment Date	Employer
Duties		From _____ Mo/Yr	Address
Reason for Leaving		To _____ Mo/Yr	Telephone
Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours/Week	Salary	Supervisor's Name

May we contact your current employer?  
 Yes  No If no, explain \_\_\_\_\_

May we contact your previous employers?  
 Yes  No If no, explain \_\_\_\_\_

Are you working for any educational organization that is aware of the possibility of a request for contract release?  
 Yes  No If yes, explain \_\_\_\_\_

In your profession, have you been the subject of a complaint, or been disciplined by a court or licensing board of any state?  Yes  No If yes, explain \_\_\_\_\_

Have you been asked to resign or been fired in the last ten years?  
 Yes  No If yes, explain \_\_\_\_\_



## APPLICATION FOR EMPLOYMENT

### Supplemental Application Materials – Adjunct Instructor

In addition to filling out this application, the following application materials are required and must be received in the Human Resource Services Office at Hawkeye Community College. Applications are accepted on a continuous basis for this position.

- Your complete resume, **and**
- Photocopies of college transcripts (sealed official transcripts if hired), **and**
- The names and business phone numbers of three references (two supervisors and one co-worker), **and**
- The hours and days/evenings you would be available to teach, **and**
- Indicate the areas/courses you are qualified/want to teach

<b>APPLIED SCIENCE AND TECHNOLOGY</b>		
Accounting	Dental Hygiene	Medical Laboratory Technology
Administrative/Executive Assistant	Diesel Truck Technology	Natural Resources Management
Ag Business Management	Early Childhood Education	Network Administration & Engineering
Ag Power Technology	Electromechanical Maintenance Tech	Nursing Assistant
Agriculture – General	Electronics Engineering Technology	Office Specialist/Assistant
Animal Science	Fire Science	Optometric/Ophthalmic Assistant
Architectural & Construction Tech	Graphic Communications	Police Science
Associate Degree Nursing	Health Science Core	Power Technology – General
Automotive Tech/Auto Electronics	Heating & Air Conditioning	Practical Nursing
Business Core	Horticulture Science	Professional Photography
Civil & Construction Engineering Tech	Industrial Technology Core	Registered Nurse First Assistant
Collision Repair & Refinishing	Information Systems Management	Respiratory Care
CNC Machining Technology	Interior Design	Tool & Die Making
Computer & Network Technician	Legal Assistant	Truck Driving & Transportation Training
Computer Literacy	Marketing Management	Web Design & Development
Dental Assisting	Medical Administrative Assistant/Secretary	Welding

<b>ARTS &amp; SCIENCES</b>	
Biological Sciences	Literature
Business Management	Mathematics
Chemistry	Military Science
Communications	Natural Sciences
Computer Science	Philosophy/Religion
Economics	Physical Education
Education	Physical Sciences
Fine Arts	Physics
Foreign Language	Psychology
Geography	Success Course (Developmental Ed)
Humanities	Sociology
Human Relations	Social Sciences
History	Women’s Studies
Interdisciplinary	

Materials should be sent to:

Hawkeye Community College  
 Human Resource Services  
 1501 East Orange Road  
 PO Box 8015  
 Waterloo, IA 50704-8015

Questions? Call Human Resource Services at (319) 296-4492

AUTHORIZATION AND RELEASE

I authorize Hawkeye Community College and its agents to verify all statements contained in this application and any other materials or information I submit in connection with my employment application. I expressly authorize the release to the College of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I release Hawkeye Community College, its agents and all providers of information, including all those individuals and entities identified in this application, from any liability arising out of the gathering, sharing, and using of such information. In the event of employment, this authorization and release is valid throughout my employment with Hawkeye Community College.

I understand that all offers of employment are conditional upon satisfactory reference checks, successful completion of any pre-employment tests, and production of documents necessary for Hawkeye Community College, including documents to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Service.

I certify that information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire, or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that Hawkeye Community College shall not be liable in any respect if my employment is so denied or terminated. I understand that the acceptance of this application by Hawkeye Community College does not promise or guarantee that I will be given employment.

I have read, understand, and accept the terms and conditions of this application for employment. A photocopy of this authorization is valid as the original.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY INQUIRY

To monitor our recruitment and affirmative action efforts, we ask each applicant to voluntarily provide the following information. Completed surveys are kept confidential and separate from applications. Data is used for evaluation of Hawkeye Community College's recruitment efforts in reaching all segments of the population.

Please return this form to Human Resource Services. Thank you for helping us to maintain equal employment opportunities.

Please check the appropriate box for each number:

1. Sex

- Female
- Male

2. Age

- Under 18
- 18-39
- 40-69
- 70 or over

3. Race

- American Indian or Alaskan Native
- Asian or Pacific Islanders
- Black
- Hispanic
- White
- Other (please specify) \_\_\_\_\_

4. How did you learn about this position opening?

- Hawkeye Community College web site
- Iowa Workforce Development
- Job vacancy notice posting
- Newspaper (please specify) \_\_\_\_\_
- Website (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

5. Are you a current Hawkeye Community College employee?

- No
- Yes

6. Position applied for: \_\_\_\_\_

NOTE: If you are in need of any special accommodation in completing the application process, please notify a member of Human Resource Services.