

May 6, 2011

WFCE ADJUNCT COMPUTER INSTRUCTOR

RESPONSIBILITIES

- Meet every class session promptly and be fully prepared and ready for that session's instruction
- Coordination and implementation of instruction in an orderly and professional manner
- Set-up and clean-up classroom at the beginning and end of each class/session
- Curriculum design and development as needed by software subject and client
- Computer education and training industry research
- Maintain/update working knowledge of latest operating systems and software applications
- Attend mandatory policy and procedure, training and other instructional meeting

QUALIFICATIONS

- Associate's degree required. Bachelor's degree strongly preferred.
- Course work in desktop publishing, graphic design, web design, computer applications and computer maintenance highly desired
- Experience teaching computer applications and/or business systems courses required
- Computer proficiency in Microsoft, Lotus, Corel, Adobe, Apple and other industry leading applications required
- Excellent communication and presentation skills

SALARY

\$30.00 per hour. Day and/or evening hours available. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

APPLICATION PROCESS

Interested candidates should send a resume, completed Midland College application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing the responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to:

Zaira Valeriano
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.