**THINK MCC FIRST FOR YOUR**

**NEXT EMPLOYMENT OPPORTUNITY!**

MCC has many job opportunities available. MCC’s success is directly related to the talents of our diverse staff, and the College is committed to the personal and professional growth and development of our employees.

MCC offers opportunities for advancement, generous paid vacations, sick leave and holidays including an extended holiday break for Christmas and New Year’s Day. Visit our website at [www.mccneb.edu/hr](http://www.mccneb.edu/hr) to review Metro’s benefits designed to enhance our employees’ well-being which includes:\*

1. Health/Dental Insurance
2. Life Insurance and optional family coverage
3. Long-Term Disability Insurance
4. Retirement Plan with 100% employer match and immediate vesting
5. Flexible Spending Accounts for medical and dependent care expenses
6. Metro Tuition Remission for employees and their eligible dependents
7. Employee Assistance Program

\* Insurance benefits apply to regular full-time employment only. Other benefits may or may not apply to regular part-time and/or temporary employment.

If you are interested in being part of the Metro team, complete an application online at [***http://www.mccnebjobs.com***](http://www.mccnebjobs.com) or come to the Human Resources Office at the Fort Omaha Campus located at North 30th & Fort Streets, Building #32, Omaha, Nebraska 68111. Office hours are: Monday through Friday, 8:00 a.m. to 5:00 p.m. Applications can also be completed online at the Fort Omaha Campus Library (531-622-2306), Elkhorn Valley Campus Library (531-622-1206), and the South Omaha Campus Career Center (531-622-4555). Please contact them to verify the hours of operation.

*MCC is an EEO /Vet/Disabled employer that actively seeks to strengthen its organization through diversity in its workforce. Women, minorities, veterans and persons with disabilities are encouraged to apply and identify their status.*

**MetroPOLITAN Community College**

**HUMAN RESOURCES OFFICE**

##### August 13, 2017

[**www.mccneb.edu/hr**](http://www.mccneb.edu/hr)

**Jobline 531-622-4050**

**EXEMPT**

**ADMINISTRATIVE & PROFESSIONAL VACANCIES**

ASSOCIATE DEAN FOR CULINARY ARTS, HOSPITALITY & HORTICULTURE/ EXECUTIVE DIRECTOR OF THE ICA—Recruitment 2017134

FORT OMAHA CAMPUS

FULL TIME

Negotiable

In collaboration with the Dean of Math & Natural Sciences, the Executive Director/Associate Dean provides leadership and administrative support for the ICA (Institute for Culinary Arts) and the Culinary Arts, Hospitality & Horticulture Department in six key areas: Curriculum and Instruction; Community/College Engagement; Faculty and Staff Selection, Supervision, Evaluation & Development; General Operations; Budget and Expenditures; and Strategic Planning.

QUALIFICATIONS: Master’s degree plus five years of full time related work experience, three years of which must be at the management level required. Equivalent combination of education and/or work experience including part time considered. Experience in administration of culinary, hospitality, and horticulture education workplace preferred. Experience in culinary, hospitality and horticulture education preferred. Eligibility for industry related certification such as ACF (American Culinary Federation), NACE (National Association Catering Executives), or other industry related affiliation preferred. Ability to serve, as required, as ‘Manager of Liquor License’ for the College. Current certification or ability to be ServSafe and ServSafe Alcohol certified within three months of hire required. A valid driver’s license and insurability to drive College vehicles is required. Hiring process includes a background check. Position is contingent upon MCC Board of Governors approval. **NOTE:** College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachment: resume. Preferred attachments: cover letter and copies of academic transcripts. To be guaranteed consideration your completed application and required attachment must be attached by Sunday August 20, 2017.**

COORDINATOR OF SPECIAL EVENTS-Recruitment 2017136

FULLTIME

FORT OMAHA CAMPUS

Minimum $46,363

The Coordinator manages College internal and community events. Provides leadership to events to ensure proper protocol is followed for reserving space, planning, and execution. Manages event budgets and provides overall direction on budgetary issues when working with customers both internally and the community. Manages and provides oversight for databases and/or record keeping archives for past and future events. QUALIFICATIONS: Bachelor’s degree in related field plus three years of full time work experience in events management or related work experience required. Equivalent combination of education and/or work experience including part time considered. Valid driver’s license and insurability to drive college vehicles is required. Hiring process includes a background check. Position is contingent upon the MCC Board of Governors approval. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Preferred attachments: cover letter, resume, copy of transcripts. To be guaranteed consideration your completed application must be attached by Sunday, August 20, 2017.**

IT PROJECT MANAGER-Recruitment 2017145

FORT OMAHA CAMPUS/AREA WIDE

FULL-TIME

Minimum $62,107

Manages and controls IT projects with cross functional dependencies. Responsible for planning, executing, monitoring and controlling all aspects of the project management plan. Proactively manages changes in project scope, identifies potential crises, and devises contingency plans. Serves as a Liaison with project stakeholders on an ongoing basis.

Qualifications: Bachelor’s degree in Business Administration, Management Information Systems or related field plus five years of full time direct work experience in a project management capacity spanning the full life-cycle from proposal development to post-implementation closeout required. Project Management Professional (PMP) certification required. Certification in **Information** **Technology Infrastructure Library** (ITIL) or business analysis preferred. Equivalent combination of education and/or work experience including part time considered. A valid driver’s license and insurability to drive College vehicles is required. Hiring process includes a background check. Position is contingent upon MCC Board of Governors approval. **NOTE:** College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachments:** **resume and certification. Preferred attachments: cover letter, certification, and copies of academic transcripts. To be guaranteed consideration your completed application and required attachment must be attached by Sunday August 27, 2017.**

**NON-EXEMPT**

**OPERATIONS AND MAINTENANCE VACANCIES**

**FULL TIME**

CUSTODIAN-Recruitment 2017132

SOUTH OMAHA CAMPUS

FULL-TIME

$14.09

Responsible for general custodial duties such as cleaning and disinfecting lavatory facilities, removing refuse from classrooms, and other College areas on a regular basis. Perform routine floor-care duties including cleaning carpets. Perform light building maintenance such as changing light bulbs and ceiling pads. Assist in snow removal and ground maintenance duties.

QUALIFICATIONS: High School diploma plus one year of full-time custodial work experience required. Equivalent combination of education and/or work experience including part time considered. A valid driver’s license & insurability to operate College vehicles is preferred. Ability to bend, stoop, climb and lift 75 lbs frequently and up to 100 lbs occasionally, use cleaning compounds and operate custodial equipment. Hours are Monday-Friday from 12:00 a.m. (midnight) to 8:30 a.m. at the South Omaha Campus. Ability to work with minimal supervision. This position is designated essential and may be called in for emergencies such as snow removal. A work sample test is required as part of the interview process. Hiring process includes a background check.

**A completed application is required. Preferred attachments: cover letter and resume. For guaranteed consideration your completed application must be attached by Sunday, August 20, 2017.**

**NON-EXEMPT CLERICAL   
& PARAPROFESSIONAL VACANCIES**

**FULL-TIME**

**\*\*\*\*\*\*\*\*\*\*\*INTERNAL ONLY\*\*\*\*\*\*\*\*\*\*\***

**In order to apply, applicant must be receiving a paycheck from MCC**

ACADEMIC AFFAIRS ASSOCIATE-Recruitment 2017147

NEW

SOUTH OMAHA CAMPUS

FULL-TIME

Minimum $18.18

Coordinates efficient operations of the Dean’s office to best serve students, faculty and staff. Analyzes and interprets problems to provide an avenue for most appropriate resolution. Duties include serving as the operational contact for communications with the Dean office on projects and timelines to maintain the overall coordination and management of Academic Affairs, monitoring budgets, tracking purchase requisitions and travel authorizations and assisting the Dean with making necessary changes. Serves as a key team member in supporting full and part time faculty with faculty contracts, scheduling of classes and the management, updating and distribution of appropriate course materials. Designs and edits program and discipline (program area) web pages, staff share and SharePoint with dean and faculty.

QUALIFICATIONS: Associate’s degree plus four years of full-time job-related experience in office procedures with a strong emphasis on computer applications required. Equivalent combination of education and/or work experience including part-time considered. Valid driver’s license and insurability to drive College vehicles required. Knowledge of Microsoft Office, Windows required. Ability to use office equipment including telephone, copier, scanner, fax machine, and computer. Excellent skills in both written and oral communication. **This position is Internal Only** - **In order to apply, applicant must be receiving a paycheck from MCC.** Hiring process includes a background check. **NOTE:** College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Preferred attachments: cover letter, resume, and copies of academic transcripts. To be guaranteed consideration completed application must be attached by Sunday, August 20, 2017**

EARLY CAREER COORDINATOR-Recruitment 2017150

NEW

FORT OMAHA CAMPUS

FULL-TIME

Minimum $18.18

Promotes MCC construction, manufacturing, and wheeled trade programs and academies to students and counselors. Partners with MCC Enrollment Services, K-12 faculty and staff, and MCC faculty to enhance early career awareness and work-based learning experiences for middle school and high school students.

QUALIFICATIONS: Associate’s degree in a career or related education discipline plus four years of full-time job-related experience required. Equivalent combination of education and/or work experience including part-time considered. Valid driver’s license and insurability to drive College vehicles required. Knowledge of Microsoft Office, Windows required. Excellent skills in both written and oral communication. This is a Special Grant Funded position. Hiring process includes a background check. **NOTE:** College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachment: resume. Preferred attachments: cover letter and copies of academic transcripts. To be guaranteed consideration completed application must be attached by Sunday, August 27, 2017.**

FOUNDATION ASSOCIATE-Recruitment 2017148

NEW

FORT OMAHA CAMPUS

FULL TIME  
Minimum $18.18

Provides administrative support functions for the Foundation Office and serves as the first point of contact for callers and guests. Oversees gift processing, data entry, reporting, and donor database optimization and ensures timely and individualized acknowledgement letters for all donations are completed. Coordinates pledge reminders and assists with other stewardship communications. Maintains electronic and hard copy donor records and prepares database query reports for board and management. Coordinates student emergency requests. Serves as MCC Foundation’s marketing liaison, assists with office events, and board functions as requested. QUALIFICATIONS: Associate’s degree in related field plus five years of full-time related work experience required. Equivalent combination of education and/or work experience including part time considered. Valid driver's license and insurability to drive college vehicles is required Hiring process includes a background check. **NOTE:** College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Preferred attachments: resume, cover letter, and copies of academic transcripts. To be guaranteed consideration your completed application must be attached by Sunday, August 27, 2017.**

Library ASSISTANT-Recruitment 2017142

SOUTH OMAHA campus

FULL TIME

Minimum $13.58

Assists students, faculty, staff, and other patrons in using College library print and online resources to locate appropriate information and materials. Teaches patrons how to use library research tools including print & research databases. Assist patrons with Microsoft Office Suite, student email, passwords, printing & citing sources. Process new materials for all three campus libraries.

QUALIFICATIONS: Associate’s degree plus one year full time related work experience required. Bi-lingual in English and Spanish preferred. Equivalent combination of education and/or work experience including part time considered. Excellent human relations skills required. Will include occasional evening and weekend hours. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachment: resume. Preferred attachments; cover letter and copies of academic transcripts. To be guaranteed consideration your completed application and required attachment must be attached by Sunday, August 20, 2017.**

**NON-EXEMPT CLERICAL   
& PARAPROFESSIONAL VACANCIES**

**PART-TIME REGULAR**

OFFICE ASSISTANT FOR FACULTY & STUDENT SERVICES-Recruitment 2017144

SARPY CENTER

PART-TIME REGULAR

Minimum $13.58

Serves as assistant to the faculty at the Sarpy Center and as a Student Service Assistant. Duties include helping instructors with various projects and class materials, assisting the Student Services counter staff with student intake and triage. Assist students with online services such as password station, application, student planning, and registration in the MyWay computer area. Also will assist with special projects for student clubs and organizations as needed.

Qualifications: High School diploma plus three years of full-time experience in a clerical support environment required. Equivalent combination of education and/or work experience including part time considered. Excellent computer skills and experience with Microsoft Office software required. This part time position is 28 hours per week, 9:00 a.m. to 2:30 p.m. weekdays will some variation throughout the year. Hiring process includes a background check.

**A complete application is required. Required attachment: resume. Preferred attachment: cover letter. To be guaranteed consideration your completed application must be attached by Sunday, August 20, 2017.**

STUDENT SERVICES ASSISTANT-BILINGUAL-Recruitment 2017139

SOUTH OMAHA CAMPUS

PART-TIME REGULAR

Minimum $13.58

Greets, assists and directs students and provides assistance to student with navigating their MyWay portal, searching classes, and registration while also answering phones, setting appointments, taking payment, and providing general information. Also provides clerical support for Student Services staff.

QUALIFICATIONS: Associate’s degree plus one year of full-time customer service, contact center, and/or public service experience required. Equivalent combination of education and/or work experience including part time considered. Knowledge of Microsoft Office suite, and strong communications skills required. Ability to work independently with minimal supervision in a team-oriented environment. Bilingual in Spanish and English required. Part time hours are Monday-Thursday from 2:30 p.m. to 7:30 p.m. and Saturday from 7:30 a.m. to 12:30 p.m. at the South Omaha Campus. Hours are subject to change based on the needs of the office. Hiring process includes a background check.

**A complete application is required. Preferred attachments: cover letter, resume and copies of academic transcripts. To be guaranteed consideration your completed application must be attached by Sunday, August 27, 2017.**

TESTING TECHNICIAN-Recruitment 2017143

SOUTH OMAHA CAMPUS

PART-TIME REGULAR

Minimum $15.29

Administers various types of assessments including basic skills, course proficiency, make-up program, admission, and certification. Maintains testing records and test security, schedules appointments prepares staff schedules, and helps author policies and procedures for the Testing Center. Provides prospective students with general information about College programs/services and makes referrals to other College offices.

QUALIFICATIONS: Associate’s degree in Business Administration or related field plus two years of full-time job-related work experience in student services and/or a customer service environment required. Equivalent combination of education and/or work experience including part time considered. Must complete required certifications to administer all specialized assessments within 90 days from hire. Knowledge of Microsoft Office software and student advising procedures as they relate to ESL, placement testing, and other Testing Center functions. Excellent written and oral communication skills. Bilingual in Spanish and English preferred. Part time hours are Monday-Thursday from 2:00 p.m. to 8:00 p.m., and Saturday from 7:30 a.m. to 12:00 p.m. the South Omaha Campus. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachment: resume. Preferred attachments**: **cover letter and** **copies of academic transcripts. To be guaranteed consideration your completed application and required attachment must be attached by Sunday, August 20, 2017.**

**CLERICAL & PARAPROFESSIONAL VACANCIES**

**PART- TIME TEMPORARY**

BEHIND THE WHEEL INSTRUCTORS-CDL A

APPLIED TECHOLOGY CENTER-IRVINGTON

PART TIME TEMPORARY

$22.00

Instruct students the hands-on and behind the wheel components of the CDL training program as they prepare for their Commercial Driver License (CDL) skills tests.

QUALIFICATIONS: High School diploma plus 2 years Class-A CDL combination vehicle driving experience required. Current DOT physical and pre-employment DOT Drug Screen required. Current Class-A CDL with no vehicle restrictions required. Clean driving record for the prior five years; no violation for which five or more points were assessed, no suspensions or revocations, and no convictions for DWI or any related alcohol or drug offense in connection with any motor vehicle use. Must be at least 21 years old. Hours are part time temporary and is located at the Applied Technology Center in Irvington and hours are part time temporary and depend upon the needs of the programs. Hiring process includes a background check --clean driving record for the prior five years; no violation for which five or more points were assessed, no suspensions or revocations, and no convictions for DWI or any related alcohol or drug offense in connection with motor vehicle use. Must be at least 21 years of age. All CDL trainers are subject to FMCSR Part 382 Controlled Substance and Alcohol Use, and 49 CFR Part 40 Transportation Workplace Drug and Alcohol regulations.   
For more information, please contact 531—622-5810.

**A completed application is required; Preferred attachments; cover letter and resume. Position is open until filled.**

C.A.M.P. Recruitment/Retention Specialist

FORT OMAHA CAMPUS

PART TIME TEMPORARY

$20.00

Collaborates with Heartland C.A.M.P. Coordinator, state Migrant Education Programs, high school staff, agribusiness partners, and relevant community programs to identify, recruit, and enroll at least 15 C.A.M.P. Scholars per years. Provides individualized admissions and financial aid counseling/support to potential C.A.M.P. students. Develops and delivers a student/family Welcome and Orientation Day program for freshman Scholars. Provides biweekly one-on-one advising and monitoring in the areas of academics, career exploration, transfer advising (when appropriate), financial aid and financial literacy, personal support. Ensures that all Scholars successfully complete a freshman college success seminar course. Assures and monitors C.A.M.P. Scholar access to free tutoring and other academic supports. Monitors student progress through advising sessions, mid-semester progress forms, and end-of-quarter transcripts. Connects students to additional supportive programs, student organizations, leadership development, and community resources.

QUALIFICATIONS: Bachelor’s degree in Psychology, Social Work, Education or related field plus two years full-time experience with College access and/or retention for under-represented populations required. Equivalent combination of education and/or work experience including part time considered. Valid driver's license and insurability to drive college vehicles is required. Part time temporary hours are 20 hours per week. For further information, call 531-622-2567. **NOTE:** College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Preferred attachments: cover letter, resume, and copies of academic transcripts. Position is open until filled.**

COLLEGE SUCCESS NAVIGATOR ASSISTANT

SOUTH OMAHA CAMPUS

PART TIME TEMPORARY

$14.50

Assists College Success Navigators in their role to guide new students from the first point of contact through goal attainment. Helps provide proactive, ongoing, individualized support designed to help program participants persist and successfully complete their educational and career goals. Collaborates with the Assistant Director of Enrollment, College Success Navigators, Avenue Scholars Talent Advisors, faculty members, advisors, financial aid and other support staff throughout the College to continually support students’ progress toward goal attainment.

Qualifications: Associates Degree plus one year of full-time time experience particularly in advising/counseling, student retention and engagement, financial aid, recruitment and/or case management required. Experience in an educational environment strongly preferred. Equivalent combination of education and/or work experience including part time considered. Valid driver's license and insurability to drive college vehicles is required. Part time temporary flexible hours are 20 hours per week. For further information, call 531-622-2563. **NOTE:** College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Preferred attachments: resume, cover letter, and copies of academic transcripts. Position is open until filled.**

Concierge

FORT OMAHA CAMPUS

PART TIME TEMPORARY

$14.00

Serves as the first point of contact for students and visitors to the Career and Academic Skills Center.  Actively engages students to provide personalized, direct points of service. QUALIFICATIONS: Associate degree plus three years of full-time direct customer service experience required. Equivalent combination of education and/or experience including part time considered. Must be able to work scheduled evenings and weekends. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Preferred attachments:** **resume,** **cover letter and copies of academic transcripts. Position is open until filled.**

CULINARY ASSISTANT-PT TEMPORARY  
FORT OMAHA CAMPUS  
PART TIME TEMPORARY

$11.00

Front of the House and Back of the House support for catering/retail operations.   
Included kitchen preparation, utility, wait service and cashier.   
QUALIFICATIONS: High School diploma plus one year related job-experience preferred. Equivalent combination of education and/or experience including part time considered. Hours are part time temporary, approximately 17-20 hours per week and will be scheduled according to business requirements including day, evening, and/or weekend hours. For further information, please contact 531-622-2505.

**A completed application required. Preferred attachments: resume and cover letter. Position is open until filled.**

Culinary Lab Assistant-PT Temporary  
fort omaha campus  
part time temporary

$11.69

Supports the academic classes including but not limited to filling and delivery of requisitions, cleaning & organizing storage areas and labs, prepping foods, assisting in inventory, stocking and cleaning labs. Assists faculty in the classroom. QUALIFICATIONS: High School diploma plus one year related job-experience preferred. Equivalent combination of education and/or experience including part time considered. Hours are part time temporary, approximately 17-20 hours per week and will be scheduled according to academic requirements including day, evening, and/or weekend hours. For further information, please contact 531-622-2505.

**A completed application required. Preferred attachments: resume and cover letter. Position is open until filled.**

ENROLLMENT SERVICES ASSISTANT

FORT OMAHA CAMPUS

PART-TIME TEMPORARY

$12.50

The Enrollment Services Assistant processes student applications using the CRM and by contacting students when necessary. Process enrollment applications for new and returning students. Creates student accounts to track prospects and work emails as assigned. Assist Enrollment Specialists with prospect imports, creation and maintenance of workflows within Recruit. QUALIFICATIONS: Associate’s degree plus 1 year full time experience in customer services and/or administrative work required. Equivalent combination of education and/or work experience including part time considered. Part time temporary hours are 20 hours per week and schedules around the afternoon office hours which ae Monday-Thursday from 7:30 a.m. to 7:00 p.m., Friday from 7:30 a.m. to 5:00 p.m. and Saturday from 8:00 a.m. to noon. Strong communication and data entry skills. Knowledge of Microsoft Office suite. Hiring process includes a background check. For more information, please call 531-622-2296.

**A completed application is required. Preferred attachments: resume, cover letter and copies of academic transcripts. Position is open until filled.**

First Year EXPERIENCE PEER MENTOR

FORT OMAHA CAMPUS/AREA WIDE

PART TIME TEMPORARY

$10.50

Serves as a peer resource for assigned First Year Experience (FYE) students throughout the academic year. Helps students make connections at MCC that support their interests and needs. Answers questions about FYE, MCC’s campuses and introduces student to MCC services, activities, clubs, and organizations. Guides student with effective ways to communicate with faculty and advisors and plans group activities for students in the FYE group to which he/she is assigned. Meets individually or in small groups with mentees for study sessions or other student success activities. Discusses personal and academic barriers to success and helps identify and assess solutions. Serve as an advocate for students when needed and helps students become their own advocates. Participates in FYE peer mentor training and assists in the coordination of quarterly activities to promote FYE student engagement. Maintains electronic logs to document student interaction and helps FYE student develop a sense of community. QUALIFICATIONS: Must be a current MCC student and have a minimum cumulative GPA of 2.8. Must have completed a minimum of 24 graded credits and expected to graduate or transfer within 2 years of being accepted as a Peer Mentor. Available to work between 8-18 hours per week. Must have demonstrated, strong leadership skills and have a positive attitude. Must have exceptional listening skills, communication skills both written and oral, basic computer skills, strong interpersonal skills, and the desire to work in a team and be able to maintain confidentiality. A commitment of a minimum of 1 year service. For more information call 531-622-2315.

**A complete application is required. Preferred attachments: cover letter, resume, and copies of academic transcripts. Position is open until filled.**

GAP PROGRAM ASSISTANT

SOUTH OMAHA CAMPUS/AREA WIDE

PART TIME TEMPORARY

$11.00-$13.00

Performs office and technical support on an independent basis for the GAP program. Assists with the administrative work associated with the GAP program and ensures the file management and documentation procedures are above standards. Assists with ordering classroom materials and contact students to set interview appointments. QUALIFICATIONS: High School diploma plus one full time experience working with students required. Associate’s degree preferred. Working knowledge of Microsoft Office Suite required. Part time temporary flexible hours are 15- 20 hours/week. Hiring process includes a background check. For more information please contact 531-622-4526.

**A complete application is required. Preferred attachments: cover letter, resume, and copies of academic transcripts. Position is open until filled.**

GARDEN SPECIALIST

FORT OMAHA CAMPUS

PART-TIME TEMPORARY

$11.00

Assists with the day-to-day needs of Greenhouse, exterior garden and horticulture area, Aquaponics, ICA interior plantscapes, Bistro Garden, Herb Garden, and Small Animal Husbandry farmyard. Assists year round with the maintenance and upkeep of the Horticulture department areas.

QUALIFICATIONS: High School plus one year job-related work experience required. Minimal horticulture/plant/animal husbandry knowledge required. Equivalent combination of education and/or work experience including part time considered. Hours are part time temporary, approximately 15-20 hours per week and will include some weekend hours. For more information, please contact 531-622-2368. Hiring process includes a background check.

**A complete application is required. Preferred attachments: cover letter and resume.**

GROUNDSPERSON

SOUTH OMAHA CAMPUS

PART-TIME TEMPORARY

$10.00

Assist with general grounds maintenance duties and light maintenance duties. Assist with proper maintenance of assigned college grounds to reflect a positive image of the college. Duties to include but not limited to mowing and trimming of turf areas, litter pickup, weeding, irrigation repair, watering, and snow removal.

QUALIFICATIONS: High School diploma plus one year of full-time experience performing grounds maintenance preferred. Equivalent combination of education and/or work experience including part time considered. A valid driver’s license & insurability to operate College vehicles is required. Ability to bend, stoop, climb, and lift 75 lbs frequently and up to 100 lbs occasionally. Part time temporary hours are Monday-Friday from 7:00 a.m. to 11:00 a.m. but may vary on occasion. Hiring process includes a background check.

**A complete application is required. Position is open until filled.**

IT PROJECT ASSISTANT   
FORT OMAHA CAMPUS  
PART TIME TEMPORARY  
$12.00

Assist faculty, students and customers to provide an inviting learning environment that encourages collaboration and innovation.  Assist individuals with equipment usage and learning experiences related to fabrication design.

QUALIFICATIONS: Completed INFO 1001, 1002, and 1003 with an accumulated a 2.5 GPA or better required. Completed 30 credit hours in INFO classes preferred.  Equivalent combination of education and/or work experience including part time considered. Part time hours Monday-Saturday (20 hours per week) and some evening hours will be required.  Hiring process includes a background check.  For further information, call 531-622-2688.

**Complete an application online. Preferred attachments: cover letter, resume, and academic transcripts**. **Position is open until filled.**

LEARNING & TUTORING CENTER INSTRUCTIONAL ASSISTANT  
AREA WIDE  
PART TIME TEMPORARY

Supports and assists students with coursework, providing informal tutorial assistance in computer basics and study skills. Specifically seeking tutors to provide assistance in the following:

1. Information Technology courses such as computer programming, web page creation, java, and windows operating systems at the South Omaha and Fort Omaha Campus.
2. Science courses such as biology, chemistry and human anatomy & physiology at the Elkhorn Valley Campus
3. Accounting coursework at the Fort Omaha Campus

QUALIFICATIONS: Associate degree or pursuit of Associate's degree. Minimum 3.25 GPA with a minimum of 42 quarter hours (or the equivalent) of academic work required. Equivalent combination of education and/or work experience including part time considered. Knowledge of learning assistance techniques and adult learners' specific educational needs is helpful. Part time temporary hours are no more than 20 hours/week. For more information, contact 531-622-2432.

**A complete application is required. Required attachment: resume. Preferred attachments: cover letter and copies of academic transcripts. Position is open until filled.**

LEARNING & TUTORING CENTER INSTRUCTIONAL ASSISTANT  
ELKHORN VALLEY CAMPUS  
PART TIME TEMPORARY

$10.00

Supports and assists students with coursework, providing informal tutorial assistance in computer basics and study skills; supports students and faculty in the use of software and computer aided instructions and may provide informal tutorial assistance in areas of expertise.

QUALIFICATIONS: Associate degree or pursuit of Associate's degree. Minimum 3.25 GPA with a minimum of 42 quarter hours (or the equivalent) of academic work required. Equivalent combination of education and/or work experience including part time considered. Knowledge of learning assistance techniques and adult learners' specific educational needs is helpful. Part time temporary hours are up to 20 hours/week, proposed hours are Monday-Thursday from 4:00-8:00 pm with occasional mornings/weekends. For more information, contact 531-622-1265.

**A complete application is required. Preferred attachments: resume, cover letter and copies of academic transcripts. Position is open until filled.**

Math Center Associates

AREA WIDE

PART TIME TEMPORARY

$15.00

Provides academic assistance to students in the area of math and in the use of math software and computer aided instruction.

QUALIFICATIONS: Bachelor’s degree in math, education or related field plus one-year experience teaching, tutoring (preferably in math) or other relevant work experience required. Current knowledge of Basic Math thru Calculus and Statistics is essential. Part time temporary with various schedules and campuses available and may include some weekends/ evenings as needed. Work sample test required. Hiring process includes a background check. For more information, call 531-622-1354. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachment: copies of academic transcripts. Preferred attachments: cover letter and resume. Position is open until.**

MCC EXPRESS EDUCATIONAL SPECIALIST

MCC EXPRESS

PART-TIME TEMPORARY

$12.50- $15.00

Provides basic education and transition support to students, assists clients/students visiting the MCC Express facility and assists with leadership of MCC Express operations when the Assistant Director of Adult Education is not onsite. Assists with maintaining office functions, database management and web-based resources.

QUALIFICATIONS: Associate’s degree plus two years full time experience in an educational and/or customer service setting required. Equivalent combination of education and/or experience including part time considered. Bi-lingual skills in Spanish and English preferred. Hours are 15-20 hours per week, with day, evening and/or weekend hours required. This position is grant funded. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachment: resume. Preferred attachments: cover letter and copies of academic transcripts. Position is open until filled.**

Peer Tutors –Math Center  
area wide  
part time temporary

$12.00

Provide tutorial services to students either one-on-one or assist in the modular classroom and/or Math Centers.

QUALIFICATIONS: College or university STEM major who has completed College Algebra or higher OR Bachelor's degree in math or related field, Math GPA of 3.0 or higher, grade of "B": or better in course they wish to tutor. Prefer experience teaching or tutoring. Part time temporary hours are no more than 20 hours a week. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services. For further information, call 531-622-1354.

**A complete application is required. Required attachment: copies of academic transcripts. Preferred attachments: resume and cover. Position is open until filled.**

READING COACHES

AREA WIDE

PART TIME TEMPORARY

$15.00

Provides onsite reading activities for students according to Read Right program guidelines. Tutor students; assess student performance and helps with data collection and reporting. Inventory portions of the independent reading library and maintain program materials.

QUALIFICATIONS: Bachelor’s degree plus one year full-time related work experience in tutoring or teaching required. Equivalent combination of education and work experience including part time considered. Must be willing and available to attend a 17-week paid training program in order to become Read Right certified. This position is Part time temporary and the hours will vary between 15 and 24 hours per week, based upon quarterly student enrollment. A work sample test is required as part of the interview process. Hiring process includes a background check. For more information, please call 531-622-2254.

**A complete application is required. Preferred attachments:** **cover letter, resume and copies of academic transcripts. Position is opened until filled.**

RECRUITER

AREA WIDE

PART-TIME TEMPORARY

$14.50

Responsible for assisting in the recruitment and enrollment/admission of students in support of the Enrollment Management Plan of MCC. Collaborates with various College offices in representing MCC to prospective students, parents, high schools and businesses. Works directly with the Enrollment Specialists and other members of the Enrollment Services team.

QUALIFICATIONS: Associate degree plus one year experience in admissions, recruitment, training, sales and/or customer service. A valid driver’s license and insurability to drive college vehicles is required. Equivalent combination of education and/or work experience including part time considered. Part time temporary flexible hours will include some evening and/or weekend hours. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Preferred attachments: cover letter, resume, and academic transcripts. Position is open until filled.**

**PART-TIME (CREDIT) INSTRUCTOR VACANCIES**

BIOLOGY ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Teach Introductory and General Biology, Microbiology, and Human Anatomy & Physiology.

QUALIFICATIONS: Master’s degree in Biology or in a related discipline required. Higher education/community college/secondary teaching experience preferred. May involve travel to other campuses for day, evening and/or weekend classes. A teaching demonstration is required as part of the interview process. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachments:** **resume and copies of academic transcripts. Position is open until filled.**

CHEMISTRY ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Teach Introductory Chemistry, General Chemistry and Organic Chemistry courses. QUALIFICATIONS: Master’s degree in Chemistry or in a related discipline required. Higher education/community college/secondary teaching experience preferred. May involve travel to other campuses for day, evening and/or weekend classes. A teaching demonstration is required as part of the interview process. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachments:** **resume and copies of academic transcripts. Position is open until filled.**

CHINESE ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching Chinese courses to diverse adult learners. QUALIFICATIONS:  Master’s degree in the discipline or in a related discipline with a minimum of 18 graduate semester hours in Chinese required.  Higher education/community college teaching experience is preferred. Classes are taught online.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachment: copies of academic transcripts. Preferred attachments: resume and cover letter. Position is open until filled.**

Construction Education Adjuncts

AREA WIDE

PART TIME TEMPORARY

The Construction Education area is seeking positive, dynamic, student-centered individuals to participate in its learning community and teach coursework in the Construction Education Program. Preference will be given to candidates who are committed to student success and the use of classroom assessment to improve teaching and learning, and who are willing to play an integral role in all aspects of campus life. QUALIFICATIONS: Minimum of 8 years full-time related occupational experience or approved Journey-worker status **OR** an Associate’s degree in career field and 4 years full-time related occupational experience **OR** a Bachelor’s degree in the discipline or in a related discipline and 2 years full-time related occupational experience required. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services. For more information call 531-622-4035. Applications for Part-Time Credit Instructors are accepted for the following positions: *Architectural Drafting and Design (ARCH), Civil Engineering (SCET), Construction Technology (CNST), Electrical Technology (ELTR), Heating, A/C, Refrigeration (HVAC), Plumbing Technology (PLMB).*

**A complete application is required. Preferred attachments: cover letter, resume, and copies of certification/academic transcripts. Position is open until filled.**

Culinary Arts Adjunct Instructor-Chef

FORT OMAHA CAMPUS

PART TIME TEMPORARY

Teach basic skills classes to beginning Culinary students.

QUALIFICATIONS: Associate’s degree in field plus 8 full time years’ experience in field, 4 of which must be in a management/professional level culinary position OR Associate’s degree in field with a Bachelor’s degree in any field plus 4 years full time related experience in field OR Bachelor’s degree in field plus 2 years full time related experience in field management level position OR Master’s degree in field plus 2 years full time related experience in field required. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services. For more information call 531-622-2527.

**A complete application is required. Preferred attachments: cover letter, resume, and copies of certification/academic transcripts. Position is open until filled.**

Culinary Arts Adjunct Instructor-Hospitality

FORT OMAHA CAMPUS

PART TIME TEMPORARY

Teach hospitality management classes to students studying Hospitality and Culinary Arts.

QUALIFICATIONS: Associate’s degree in field plus 10 full time years’ experience in career related management level position OR Associate’s degree in field with a Bachelor’s degree in any field plus 5 years full time related experience in career related management level position OR Bachelor’s degree in field plus 3 years full time related experience in management level position OR Master’s degree in field plus 2 years full time related experience in field required. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services. For more information call 531-622-2527.

**A complete application is required. Preferred attachments: cover letter, resume, and copies of certification/academic transcripts. Position is open until filled.**

DIESEL TECHNOLOGY ADJUNCT INSTRUCTOR

APPLIED TECHNOLOGY CENTER

PART TIME TEMPORARY

Teach coursework in the NATEF Diesel Technology Program. Duties include interaction with the diesel repair and trucking industries, QUALIFICATIONS: Minimum of 8 years full-time related occupational experience or approved Journey-worker status **OR** an Associate’s degree in career field and 4 years full-time related occupational experience **OR** a Bachelor’s degree in the discipline or in a related discipline and 2 years full-time related occupational experience required. ASE Certification required for NATEF. Experience in diesel repair, including ancillary systems (e.g. undercarriage, climate control, emissions, hydraulics, etc.) required. Experience in truck, heavy equipment and/or power generation equipment required. Experience in NC-3 certifications preferred. May involve travel to other campuses, for day, evening and/or weekend classes. **NOTE**: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachments: resume and certification. Preferred attachments: cover letter, and copies of academic transcripts. Position is open until filled.**

DESIGN, INTERACTIVITY & MEDIA ARTS ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching Design, Interactivity & Media Arts courses to diverse adult learners.

QUALIFICATIONS:  Bachelor’s degree in the discipline or in a related discipline plus two years full time related occupational experience required.  Higher education/community college teaching experience is preferred. May include day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachment: copies of academic transcripts. Preferred attachments: cover letter and resume. Position is open until filled.**

ELECTRICAL ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching a full range of electrical coursework in the Electrical Apprenticeship Program.

QUALIFICATIONS: A minimum of 8 years as a licensed journeyman electrician required. A State of Nebraska Journeyman Electrical License is required. Some teaching experience preferred. Classes are evenings for the Fall and Winter quarters and will be two nights a week for two quarters a year. Hiring process includes a background check. For more information call 531-622-4521.

**A complete application is required. Required attachment: resume. Preferred attachment: copies of certification/academic transcripts. Position is open until filled.**

eMS ADJUNCT INSTRUCTOR

SOUTH OMAHA CAMPUS/AREA WIDE

PART TIME TEMPORARY

Teach full range of Emergency Services that include, EMT, Paramedic and associated classes at multiple campus and community locations.

QUALIFICATIONS: Current National Registered Paramedic plus 5 years’ experience as an Active Fire or EMS service required. Indepth knowledge and understanding of Anatomy and Physiology, Pathophysiology, Pharmacology, paramedic curriculum and protocols. Must be willing to become EMS, PHTLS, AMLS, ACLS, and PALS Instructor. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services. For more information, call 531-622-4789.

**A completed application required. Preferred attachment: resume and academic transcripts/certifications. Position is open until filled.**

ENGLISH ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching credit English courses to diverse adult learners and assessing students’ achievement.

QUALIFICATIONS:  Master’s degree in a related area with a minimum of 18 graduate semester hours in English and/or Composition required. Higher education/community college teaching experience preferred. Experience teaching Basic Writing (Developmental) courses preferred. May involve travel to other campuses, for day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachments: resume and copies of academic transcripts. Position is open until filled.**

HORTICULTURE—Small market farming/Animal husbandry, Agriculture/Landscape design & general horticuture ADJUNCT Instructors

FORT OMAHA CAMPUS

PART TIME TEMPORARY

Plan lessons and teach horticulture classes, labs and assess student achievement. Instructors needed to teach Small Market Farming, Small Animal Husbandry, Landscape Design and General Horticulture.

QUALIFICATIONS: Associate’s degree in field and 8 years full time related occupational experience in field with at least 4 years in a management/professional level horticulture position **OR** Associate’s degree in field with Bachelor’s degree in any field and 4 years full-time related occupational experience in field, 2 of which are at management /professional level position **OR** Bachelor's degree in field and 2 years full-time related occupational experience in field in a management/professional level position **OR** Master’s degree in field and 2 years full-time related occupational experience in field required. Higher education/Community College teaching experience preferred. Hiring process includes a background check. **NOTE:** College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachment: copies of academic transcripts. Preferred attachments: resume and cover letter. Position is open until filled.**

MATHEMATICS ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching Mathematics courses to diverse adult learners. QUALIFICATIONS:  Master’s degree in the discipline or in a related discipline with a minimum of 18 graduate semester hours in Mathematics or Statistics required.  Higher education/community college teaching experience is preferred. Position may include day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Required attachment: copies of academic transcripts. Preferred attachments: cover letter and resume. Position is open until filled.**

PHILOSOPHY ADJUNCT INSTRUCTORS

AREA WIDE

PART TIME TEMPORARY

Teach a full range of courses in Philosophy to diverse adult learners. QUALIFICATIONS: Master's degree in Philosophy or in a related discipline with a minimum of 18 graduate semester hours in Philosophy required. Higher education/community college teaching experience preferred. Experience teaching Intro to Philosophy, ethics, and Critical Reasoning courses preferred. Experience with a variety of course delivery methods (i.e. online, hybrid, video conferencing, or flipped) preferred.  May include day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachments: resume, and copies of academic transcripts. Preferred attachment: cover letter. Position is open until filled.**

PHOTOGRAPHY ADJUNCT INSTRUCTOR

ELKHORN VALLEY CAMPUS

PART TIME TEMPORARY

Responsible for teaching Photography courses to diverse adult learners. QUALIFICATIONS:  Master’s degree in the discipline or in a related discipline with a minimum of 18 graduate semester hours in Photography required.  Higher education/community college teaching experience is preferred. May include day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachment: copies of academic transcripts. Preferred attachments: cover letter and resume. Position is open until filled.**

PLUMBING APPRENTICESHIP ADJUNCT INSTRUCTOR

SOUTH OMAHA CAMPUS

PART TIME TEMPORARY

Teach students in the Plumbing Apprenticeship Program to prepare them to become licensed City of Omaha Master or Journeyman Plumber.

QUALIFICATIONS: A minimum of 8 years’ experience as a journeyman in the plumbing trade required. Licensed as a City of Omaha Master or Journeyman Plumber required. Some teaching experience in a training program preferred but not required. Classes are evenings for the Fall and Winter quarters and will be two nights a week for two quarters a year. Hiring process includes a background check. For more information call 531-622-4521.

**A complete application is required. Preferred attachment: resume, cover letter, copies of certification/academic transcripts. Position is open until filled.**

PRECISION MACHINING TECHNOLOGY ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Teach coursework in the Precision Machining Program including courses in the use of lathes, mills, blueprint reading, shop math, shop safety, CNC machines, and tools & die used in industry. Broad background in machine shop practices including; milling, turning, grinding, drilling, CNC, NIMS, and/or robotics are helpful.

QUALIFICATIONS: Minimum of 8 years full-time related occupational experience or approved Journey-worker status **OR** an Associate’s degree in career field and 4 years full-time related occupational experience **OR** a Bachelor’s degree in the discipline or in a related discipline and 2 years full-time related occupational experience required. May involve day, evening and/or weekend classes. Hiring process includes a background check. **NOTE**: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A complete application is required. Preferred attachments: resume, cover letter, and copies of academic transcripts. Position is open until filled.**

PSYCHOLOGY ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching diverse adult learners a full range of Psychology courses.  The Social Sciences department is seeking positive, dynamic, student-centered individuals who    are committed to student success and the use of classroom assessment to improve teaching and learning.

QUALIFICATIONS: Master’s degree in Psychology or related field with a minimum of 18 graduate semester hours in Psychology required. Higher education/community college teaching experience is preferred. May involve travel to other campuses, daytime hours preferred. Hiring process includes a background check. NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachments: resume, and copies of academic transcripts. Preferred attachment: cover letter. Position is open until filled.**

SIGN LANGUAGE ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching Sign Language courses to diverse adult learners. QUALIFICATIONS:  Bachelor’s degree in the discipline or in a related discipline plus two years full time related occupational experience required.  Higher education/community college teaching experience is preferred. May include day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachment: copies of academic transcripts. Preferred attachments: cover letter and resume. Position is open until filled.**

SPANISH ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching Spanish courses to diverse adult learners. QUALIFICATIONS:  Master’s degree in the discipline or in a related discipline with a minimum of 18 graduate semester hours in Spanish required.  Higher education/community college teaching experience is preferred. May include day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachment: copies of academic transcripts. Preferred attachments: cover letter and resume. Position is open until filled.**

SPEECH ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching Speech courses to diverse adult learners. QUALIFICATIONS:  Master’s degree in the discipline or in a related discipline with a minimum of 18 graduate semester hours in Speech required.  Higher education/community college teaching experience is preferred. May include day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachments: resume, and copies of academic transcripts. Preferred attachment: cover letter. Position is open until filled.**

STUDIO ART ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Responsible for teaching Art courses to diverse adult learners. QUALIFICATIONS:  Master’s degree in the discipline or in a related discipline with a minimum of 18 graduate semester hours in Art required.  Higher education/community college teaching experience is preferred. May include day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachment: copies of academic transcripts. Preferred attachments: cover letter and resume. Position is open until filled.**

VIDEO/AUDIO ADJUNCT INSTRUCTOR

ELKHORN VALLEY CAMPUS

PART TIME TEMPORARY

Responsible for teaching Video/Audio courses to diverse adult learners. QUALIFICATIONS:  Bachelor’s degree in the discipline or in a related discipline plus two years full time related occupational experience required.  Higher education/community college teaching experience is preferred. May include day, evening, and/or weekend classes.  Hiring process includes a background check.  NOTE: College degrees obtained outside the U.S. accepted only when interpreted by transcript service members of the National Association of Credential Evaluation Services.

**A completed application is required. Required attachment: copies of academic transcripts. Preferred attachments: cover letter and resume. Position is open until filled.**

WELDING ADJUNCT INSTRUCTOR

AREA WIDE

PART TIME TEMPORARY

Prepare and teach a full range of welding coursework .Must have knowledge of the following welding processes: GMAW (MIG) welding process, FCAW with both dual shield and self-shielded flux cored wire, SMAW (STICK) welding processes. These welding processes are taught in all positions flat, vertical, horizontal, and overhead. Must have knowledge of welding equipment to be able to maintain and set up welding power sources. Must also have knowledge of the Oxygen/Acetylene cutting, Plasma cutting and have knowledge to be able to teach welding symbols and print reading. Must have knowledge of welding codes and standards such as American Welding Society Structural Code D1.1.

QUALIFICATIONS: A minimum of 8 years’ full time welding experience or an Associate’s degree in Welding and 4 years full time welding experience or a Bachelor’s degree in Welding and 2 years full time welding experience required. Some teaching experience preferred but not required. For more information call 531-622-4521.

**A complete application is required. Required attachment: resume. Preferred attachment: copies of certification/academic transcripts. Position is open until filled.**