PIEDMONT COMMUNITY COLLEGE
POSITION ANNOUNCEMENT

POSITION: Coordinator/Instructor, Adult Basic Skills, Person County Campus
POSTING DATE: Tuesday, September 11, 2012
CLOSING DATE: Wednesday, October 10, 2012
POSITION AVAILABLE: October 2012

RESPONSIBILITIES
Serve as Coordinator of Adult Basic Skills classes, student retention, and Literacy Education Information System (LEIS) data collection and reporting. Teach minimum of six hours per week; compile student records and submit reports by deadlines and standards; conduct student orientation.

MINIMUM ACCEPTABLE JOB QUALIFICATIONS
Education, Experience and Knowledge
Requires Bachelor degree in Education or related field; three years adult literacy instruction and curriculum development; data analysis and quality control experience; experience planning goals with adults; MS Office Suite skills; ability to obtain/maintain Dept. of Correction security clearance.

SALARY $34,980-$40,008 for 12 month position with benefits

THE COLLEGE
Piedmont Community College (PCC) is a multi-campus two-year community college serving the counties of Person and Caswell, with a consolidated population of approximately 60,000 persons. The College is located 40 miles north of the booming Research Triangle Park and 50 miles northeast of the Piedmont Triad. PCC has an enrollment of over 2,900 FTE, with an annual budget in excess of $25 million. It is one of 58 colleges in the North Carolina Community College System. The College has been extensively involved in service to local business and industry and in supporting local economic development initiatives. Over 8,900 people are served annually through the College's programs. PCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates.

FRINGE BENEFITS
The State Health Plan offers Major Medical coverage through a preferred provider organization (PPO). Options to choose from are Basic 70/30 employer-paid and Standard 80/20 employee-paid coverage for employee (employee pays for all dependent coverage). Other benefits include State Retirement Plan, including short and long-term disability income plan and a death benefit; sick and annual leave; community service leave; employee-paid dental, life, accident, disability, vision, cancer insurance; and supplemental retirement plans.

HOW TO APPLY
Submit a Piedmont Community College Application for Employment bearing applicant’s original signature, an explanatory cover letter, current resume and unofficial/official transcript documenting educational requirement and date degree conferred postmarked no later than Wednesday, October 10, 2012 to Personnel Office, Piedmont Community College, PO Box 1197, Roxboro, NC 27573. To obtain an Application for Employment go to www.piedmontcc.edu/jobs or contact Personnel Office at (336) 322-2139.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER