



Job Announcement

Nuclear Technology Instructor – 60%

Nuclear Technology Program
Part-Time/Grant-Funded Temporary Non-Tenure Track Position

Salary Range: \$17,642 – \$18,818 for 60% of full-time instruction for Winter & Spring Quarters [115-day contract based on \$45,000-\$48,000 full-time new faculty base salary]

Recruitment Availability: **Open Date:** August 27, 2010 **Closing Date:** Open Until Filled
(First consideration closes at 4:30 p.m., PST on September 27, 2010)

Benefits: Excellent fringe benefits including health, vision, and dental insurance for eligible family members (requires employee contribution), optional life insurance, long term insurance, and retirement benefits for employee.

This is a part-time 60% two-quarter temporary position in the Career & Technical Education Division at Columbia Basin College. The selected candidate must be prepared to provide lecture and laboratory instruction within the Nuclear Technology program as assigned by the Dean and participate in the development of the Nuclear Technology department as necessary. Additionally, the selected candidate will conduct progress checks on Nuclear Technology interns and evaluate student internship experiences. This position reports to the Dean for Career & Technical Education.

GENERAL QUALITIES DESIRED

- Passion for teaching and a commitment to student success;
- Commitment to the community college mission;
- Commitment to shared governance and staying current in one's discipline; and
- Willingness to become involved in campus activities beyond one's discipline.

PRIMARY RESPONSIBILITIES

- Develop, prepare, and teach a variety of courses in the Nuclear Technology program through one or more of the following: classroom instruction, laboratory instruction, or internship;
- Develop syllabi and reading lists for each course taught and update annually; participate in departmental/divisional responsibilities in the selection of texts and related teaching resources;
- Maintain courses and standards required to meet Nuclear Uniform Curriculum Program requirements;
- Maintain a minimum of three (3) regularly scheduled office hours each week at times that provide reasonable opportunities for students to meet with faculty;
- Maintain, submit, and retain accurate academic records, including verification of class rosters and student grades, by dates requested by the College and to comply with state and federal records retention laws;
- Orient students at the beginning of each class to syllabi and addenda, subject to subsequent modification and notice to students;
- Engage in shared governance by participating in department, division and College committees and assisting in the formulation of policy pertaining to educational programs;
- Participate in commencement ceremonies, wearing academic robes, unless excused by the President;

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- Develop and attend professional improvement activities in order to maintain contact with one's academic discipline, including teaching/learning processes and/or development of knowledge in one's field of specialization;
- Ensure collaboration and communication with industry partners;
- Participate in outreach activities to promote educational programs;
- Participate in special College projects, surveys, and studies;
- Assist in the preparation of reports as needed by College units (e.g., Student Services, Grants Office, Athletic Department, Institutional Effectiveness) and by the College in general (i.e., for accreditations, program review and so forth);
- Develop new instructional materials, techniques, course offerings or major revisions of the same;
- Participate in community service activities consistent with the College's mission;
- Participate in student career development and related advising or mentoring activities and special retention programs; and
- Attend College-mandated trainings, professional development activities and/or meetings.

REQUIRED QUALIFICATIONS

- Associate's Degree from an accredited college or university in a related discipline;
- Five (5) years of experience in a Nuclear Power Plant or Nuclear Facility, decommissioning/decontamination;
- Demonstrated oral and written communication skills;
- Teaching or training experience;
- Ability to be highly organized and detail oriented;
- Experience with computer applications for instructional purposes; e.g., Microsoft Office, PowerPoint, Excel, and Internet.
- Demonstrated ability to work positively with individuals from diverse backgrounds and ethnicity;
- Ability and interest to participate in learning outcomes and institutional effectiveness efforts;
- Demonstrated ability to pursue creative and/or scholarly endeavors in area of expertise; and
- Demonstrated ability to get students excited about learning.

DESIRED QUALIFICATIONS

- Bachelor's Degree from an accredited college or university or equivalent experience in the nuclear field;
- Graduate of Navy's Nuclear Field program;
- Experience working with community college students;
- Familiarity with CBC's Nuclear Technology program.

TERMS OF EMPLOYMENT

This position is available January 3, 2011 - June 30, 2011 and is based on a 60% of full-time contract for the 2010-2011 instructional year (Winter & Spring Quarters), which is the equivalent of 115 contract days. Schedule varies with evening classes and occasional weekend or daytime student field/training experiences.

PROCESS NOTE: In accordance with the Child/Adult Information Act, RCW 43.43.830, the candidate selected for hire will be subject to a Criminal History Background Check. Additionally, pursuant to RCW 43.43.845(3), an inquiry will be made for employees and volunteers in the Washington Courts database for civil adjudications as a condition for consideration of employment.

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CONDITIONS OF EMPLOYMENT: In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of the College to maintain an alcohol and drug-free workplace for our employees and students.

PHYSICAL REQUIREMENTS:

- Occasional need to lift at least twenty (20) pounds;
- Ability to sit and stand for long periods of time;
- Frequent need for oral, written and auditory communication;
- Requires frequent repetitive hand and wrist motions.

APPLICATION PROCEDURE

Applicants must submit the following in order to be considered for the position:

1. Completed Columbia Basin College Application for Employment.
 - a. Signed Affirmative Action Data Form.
 - b. Applicant Notification & Disclosure Statement (Background Check).
 - c. Department of Retirement Systems Retirement Status Form.
 - d. Signed Abso Background Check Form.
2. Cover Letter/Introductory Letter that addresses why you are interested in the position and how your background, training, and/or experiences qualify you for the position.
3. Current detailed resume of experience, education, and professional training.
4. Three (3) current letters of recommendation. All letters must have been **written within the last year, be signed and dated**, and be from a person having firsthand knowledge of the applicant's professional qualifications. Letters should address how the applicant's qualifications and experience relate to the position. Letters may be faxed directly to the College at (509) 544-2029.
5. A copy of your transcripts. Unofficial transcripts are acceptable.
Note: If you are hired, you will need to provide official transcripts at that time.

All application materials must be picked up, sent from the CBC Human Resources Office by U.S. Mail, or downloaded from our website at <http://www.columbiabasin.edu/jobs>. For further inquiries, please contact the Human Resources Office at (509) 542-4740. All application materials must be received in the Human Resources Office no later than 4:30 p.m. (PST) on the closing date. **Only completed applications will be forwarded for consideration by the Screening Committee.**

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4740.

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UNION CLAUSE

This is a bargaining unit position represented by the Association for Higher Education. Pursuant to a collective bargaining agreement, the successful applicant must become a member of the Association and pay required dues to the Association no later than the tenth (10th) calendar day of beginning employment with the College.

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