



## **POSITION ANNOUNCEMENT**

Human Resources

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### **ADJUNCT CHEMISTRY INSTRUCTOR**

*Part-Time, Adjunct Faculty Vacancy Pool*

#### **THE COLLEGE**

Whatcom Community College is a destination college attracting students from its local community of Bellingham, throughout the Pacific Northwest, and internationally with exceptional faculty and staff, state of the art classrooms, wireless access, and a beautiful, expansive campus. WCC takes a comprehensive approach to course and program offerings, including liberal arts, professional/technical, basic education and personal/professional enrichment. In fact, Whatcom is recognized for its strength in preparing students for transfer and its emerging professional/technical programs. The College takes pride in a 45-year history and is accredited by The Northwest Commission on Colleges and Universities.

Whatcom has a student-centered philosophy which is often referred to as “The Whatcom Way”. Student enrollment averages 7,000 students (3,418 FTE) per quarter in both credit and non-credit courses. WCC boasts a talented group of 75 full-time faculty who partner with approximately 180 adjunct (part-time) faculty members to deliver instruction that promotes student success. Supported by Whatcom’s exemplary staff, our campus community strives to serve students encouragingly and efficiently.

#### **POSITION DESCRIPTION**

Whatcom Community College invites applications for a prospective part-time adjunct faculty position to teach Chemistry in the Science department Beginning fall 2014.

#### **MINIMUM QUALIFICATIONS**

- Master’s Degree in Chemistry or a closely related discipline.

#### **PREFERRED QUALIFICATIONS**

- Teaching experience in a post-secondary institution.
- Develops innovative ideas that provide solutions to all types of workplace challenges and brings ideas to supervisor.
- Earns the trust, respect, and confidence of coworkers and public through consistent honesty, forthrightness and professionalism in all interactions.
- Actively contributes to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals. Treats everyone with respect and dignity, and appreciates the differences in people.

#### **EXPECTATIONS**

- This position requires regular and punctual attendance.
- An understanding of the mission of a community college.
- Excellent interpersonal skills and abilities.
- A desire to provide a unique and quality experience for students.

## **SALARY**

Based on the current part-time salary schedule.

## **STARTING DATE**

September 16, 2014

## **APPLICATION DUE DATE**

For best consideration, applications should be received by May 23rd 2014. Position is open until filled, and is contingent upon available funding. The selected applicant will be required to submit official transcripts.

## **APPLICATION PROCEDURES**

### **A completed application consists of:**

- A letter of application that addresses the job requirements outlined in this announcement.
- A Whatcom Community College employment application form.
- A résumé.
- Unofficial transcripts for all earned degrees.
- List of five professional references with contact information.

Required employment application forms may be downloaded from the College's website [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu), or to receive required form by mail, please call the Human Resources Office at (360) 383-3400, or by e-mail request at [jobs@whatcom.ctc.edu](mailto:jobs@whatcom.ctc.edu).

Deliver, mail, fax or email (preferred) to:

**WHATCOM COMMUNITY COLLEGE**, Attn. Human Resources Office  
237 West Kellogg Road, Bellingham, WA 98226  
(360) 383-3400 / FAX 383-3401/ VP 255-7182  
E-mail [jobs@whatcom.ctc.edu](mailto:jobs@whatcom.ctc.edu)

## **COLLEGE MISSION**

Whatcom Community College contributes to the vitality of its communities by providing quality education in academic transfer, professional-technical and life-long learning, preparing students for active citizenship in a global society. (excerpt)

## **AFFIRMATIVE ACTION/EMPLOYMENT VERIFICATION**

Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, genetic information or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3400. For Title IX compliance, contact: Vice President for Educational Services, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3070. WCC publications are available in alternate formats upon request by contacting the Disability Support Services Office at 360.383.3080; VP 360.255.7182.

Accommodations for completing the application process are available to persons with disabilities by contacting the Human Resources Office. The College employs only lawfully authorized alien workers or US citizens. Verification of employment eligibility as specified by US Immigration and Customs Enforcement (ICE), the investigative branch of the Department of Homeland Security (DHS), is required of all new employees. In accordance with RCW 10.97.050, a criminal and educational background check will only be initiated when an applicant becomes a semi-finalist. Whatcom Community College maintains a smoke-free environment. Information related to campus safety may be obtained from the WCC website at [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu).