MT. HOOD COMMUNITY COLLEGE invites applications for the position of:

Computer Science Instructor (Part-Time)

**SALARY:** Depends on Qualifications

**OPENING DATE:** 04/30/19

**CLOSING DATE:** 05/19/19 11:59 PM

**JOB SUMMARY AND RESPONSIBILITIES/DUTIES:**

**Basic Job Purpose/Function**

Provides high quality instruction in computer science so that each student may meet learning outcomes. Works with the dean and colleagues to improve student learning experiences. Primarily teaches courses related to object oriented programming, data structures, discrete structures, C++, and computer architecture, but may be assigned other instructional responsibilities as determined by the dean.

**Essential Duties:**

1. Teach a range of community college computer science courses including, but not limited to, object oriented programming, data structures, discrete structures, C++, and computer architecture.
2. Create a learning environment for students inclusive of diverse cultural, social, economic and educational backgrounds.
3. Collaborate with faculty and staff from other departments and divisions to promote communication, coordinate programs, and support student success.
4. Prepare clear learning outcomes for each course and inform students of learning outcomes in a course syllabus.
5. Participate in college service and activities outside direct instruction, such as registration, curriculum development, advising, strategic planning, and educational assessment.
6. Assist in outreach activities and support student recruitment, placement, and retention.
7. Help advance the role and goals of a comprehensive community college.
8. Post and keep office hours to be available to students for assistance outside the classroom.
9. Teach at least one evening section per year as needed.
10. Keep professionally current by participating in professional development and other activities; maintain current credentials or licensures as required by program or accreditation.
11. Maintain active liaison with high schools, universities, business and industry or external agencies and assist the dean with program advisory committees as appropriate.
12. Complete instructional duties, reports, and paper work assigned by the dean in a timely manner.
13. Attend division, department, and committee meetings and in-service programs.
14. Incorporate, as pedagogically appropriate, current technology in classroom, distance learning, laboratory and office environments.
15. Maintain and emphasize safe working conditions and practices.
16. Comply with all Board policies and administrative regulations.

**MINIMUM AND DESIRED QUALIFICATIONS:**

**Minimum Qualifications**

- Master's degree in computer science or software engineering or 24 graduate credit hours in the subject area.

**Desired Qualifications**

- Two years of work experience in programming or software engineering.

https://agency.govemmentjobs.com/mhcc/default.cfm?action=jobbulletin&JobID=2432798
Prior experience teaching at the college level.

**WORKING CONDITIONS AND IMPORTANT INFORMATION:**

**Working Conditions**
Work is typically performed in an indoor classroom environment. Position may require occasional local outside of scheduled class times.

**Salary**
Salary placement will be based on applicable education and/or years of relevant equivalent experience at the sole discretion of the College, per the guidelines in the applicable Collective Bargaining Agreement. Please include all relevant education and full and part-time experience in your application that you want the College to review towards potential placement. Hired employees will not have an opportunity to update past education and/or experience or appeal initial placement after the time of hire.

**Important Information**
MHCC only accepts applications through our online application system at http://agency.governmentjobs.com/mhcc/default.cfm. For technical assistance, please call 855-524-5627.

Please note: We do not request or read letters of recommendation. Also, it is not necessary to upload a large number of documents with your materials. We are looking for the required documents. Faculty applications require a current resume, cover letter and official transcripts (copies are fine for application purposes) and/or any required certificates or licenses.

Please note: this is initially a self-screening system. We recognize that our application process can be lengthy, so before you begin, please read all of the stated requirements to determine if you meet them. Applicants must meet all of the stated minimum qualifications and additional requirements to be considered for this position. Based on your responses to the qualifying questions, the system may automatically screen you out from further consideration.

Position subject to budget consideration and approval. For the candidate who is hired into this position, salary placement will be based on guidelines in the faculty association agreement to assess education and experience. For this reason, please be sure to include everything in your application that you want the college to consider towards placement. Any appeals to placement must be submitted in writing to the human resources recruitment specialist no later than one week after an offer is made.

Final candidates will be subject to a criminal background check as part of the employment process.

MHCC is NOT able to support Visa applications for employment at the college. Applicants must already be eligible to work in the United States to be considered.

MHCC provides qualifying veterans and disabled veterans with preference in employment in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015.

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service connected pension to your application. Disabled Veterans must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs, unless the information is included in the DD Form 214 or 215.

If you are seeking this preference, appropriate documentation must be provided at the time of application. You may submit an electronic copy in the document upload area of the application in the section marked "veterans' preference document," or fax to 503-491-7257 or mail to Human Resources, Mt. Hood Community College, Gresham, OR 97030. If you do not have your documentation, you may request it through your Veterans' Administration Office.

Applicants with disabilities may request accommodation to complete the application and interview process. Please notify Human Resources at least three working days prior to the date of need.

Mt. Hood Community College is an Equal Opportunity Employer that actively supports workforce diversity.
Mt. Hood Community College only accepts online applications. You may complete an application for this position at:
http://www.mhcc.edu

Our office is located at:
26000 SE Stark St.
Gresham, OR 97030

jobs@mhcc.edu

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Computer Science Instructor (Part-Time) Supplemental Questionnaire

* 1. Do you have a Master’s degree (or higher) in computer science or software engineering or 24 graduate credit hours in the subject area?
   - Yes
   - No
* Required Question