
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Computer Hardware Instructor (Part Time)

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. Significant work experience in the field of Computer Hardware
2. An associate's or higher level degree from a regionally accredited institution
3. Willingness to work irregular hours including nights and weekends as necessary
4. Exceptional interpersonal relations skills
5. Exceptional oral and written communication skills
6. Desire to use or learn to use technology (i.e. Internet) to deliver instruction
7. Commitment to the community college "open door" philosophy and the comprehensive community college concept

Primary Function of the Position

Since quality instruction is the primary function of the college, it is the principal responsibility of each Instructor to effectively and efficiently stimulate learning in every course. This course provides basic instruction in computer hardware. Format for the course will include classroom instruction and individualized demonstrations of skills utilized in computer hardware.

Course Objectives: This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. (Contracts are per course and are paid in equal monthly installments.)

Excellent references from previous employers must be furnished upon request.

A completed Southeastern Community College application form, a resume, and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Applications will be accepted until position is filled.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472.

An Equal Employment Opportunity/Affirmative Action Employer