

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
PO BOX 309
JAMESTOWN, NC 27282

(336) 454-1126
(336) 334-4822

FAX: (336) 819-2017
www.gtcc.edu

“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

Coordinator/Instructor, Nurse Assistant Program

Posting Date: September 25, 2009

Location: May be assigned to any GTCC campus as need dictates.

Appointment Period: Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary:

This position provides vision and leadership in responding to the education needs of health care providers. The position is primarily responsible for the **administration**, design, implementation and evaluation of appropriate educational and training programs which strengthen ties with health care agencies. Primary responsibilities include the development, delivery, and **administration** of continuing education programs including but not limited to Nurse Assistant 1 & 2, Geriatric Aid and Medication Aid training. Other duties include designing and implementing learning strategies for students; developing course syllabi and instructional materials; maintaining instructional records; hiring, mentoring and supervising adjunct instructors; recruiting students; marketing, developing, and evaluating courses, programs, and services; and other duties which support the mission and initiatives of the College.

Qualifications:

Bachelors Degree in business management, healthcare, adult education, or related field.

Prior training &/or teaching exp. preferably in a healthcare or related area

A Registered Nurse with two years exp., including one year of exp. in long term care, would be given preference.

Have a successful background in program development and teaching.

Skilled in the use of computers and commitment to using technology in instruction.

Excellent oral and written communication skills.

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts **must** be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript. Application for Evaluation is available at International Education Evaluations, Inc.

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE