

# Employment Opportunities

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Eastern Virginia Career College has provided quality career education and training in the nursing, allied health, and health and beauty industries in the Fredericksburg, VA area for over 15 years. In keeping with this tradition, EVCC is seeking qualified faculty members in all disciplines.

## Current Openings:

TITLE OF POSITION: **Adjunct Faculty – Nursing**

CLASSIFICATION: Adjunct

STATUS: Contract, Per Semester

REPORTS TO: Director of Nursing Programs

### SUMMARY:

Adjunct Faculty bring practical experience to the classroom and transfer their knowledge to students by establishing and promoting an effective learning environment for students with diverse interests, abilities, needs and expectations. These responsibilities are performed in an ethical manner consistent with the EVCC's mission, vision, and values, which include diversity, equity and inclusion.

### RESPONSIBILITIES:

1. Demonstrated knowledge in assigned teaching discipline.
2. Teaches courses as contracted each semester.
3. Attend and be prepared for scheduled class sessions. Provide instructional opportunities for entire scheduled class time.
4. Contribute positively to the advancement of academics through:  
Understanding EVCC's curriculum.  
Preparing instructional course syllabi and materials.  
May provide input and feedback on selected textbooks and instructional resource and electronic materials.  
Familiarity with Moodle and/or Blackboard.
5. Conduct classes in accordance with established course outlines and approved instructional materials.
6. Guide students in their educational processes by referring them for assistance regarding their program/schedules, academic progress, specialized services within EVCC, and/or up-to-date information about educational/occupational opportunities.
7. Be accessible to assist students with questions and in completion of assignments as delineated in the course syllabus.
8. Access information on current issues through (i.e. e-mail and print correspondence, website, and publications).

9. Maintain all records-student/classroom/department (i.e. grades, attendance, etc.)- In compliance with the EVCC's instructional policies and procedures.
10. Maintain and demonstrate a positive approach that provides for innovation and personal growth.
11. Maintain and demonstrate a high level of professional ethics.
12. Participate in adjunct faculty evaluation process as determined by the EVCC.
13. Provides GREAT educational service, anticipating and exceeding the needs of our students.
14. Perform other duties as assigned.

#### QUALIFICATIONS:

- BSN or MSN with a clinical background in Medical/Surgical, OB or Pediatrics required for class teaching preferred but not required.
- Minimum of three (3) years current professional experience related to assigned teaching discipline.
- Relevant/Current certifications/licenses as required by teaching assignment.
- Ability to teach one (1) to four (5) hours per class session.
- Demonstrate a professional manner and attire.
- Demonstrated effective knowledge and use of presentation, facilitation, and technology skills.
- Demonstrated ability to think critically, analyze data, and read/process written information.
- Teaching experience (preferably in higher education or training) and/or experience in planning/developing courses preferred.
- Demonstrated ability to work accurately and effectively with computerized data systems (PC and mainframe). – Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral, which transcend diverse audiences.
- Demonstrated ability to communicate effectively and relate well to students, faculty, staff, and others while maintaining appropriate confidentiality.
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the EVCC.
- Must be able to work an irregular schedule, evenings or Saturday as needed, additional hours during peak times or as required.

Required experience: 3 years current professional experience related to assigned teaching discipline. Required education: BSN required.

Qualified candidates may submit a CV or resume to the Director of Nursing at [hr@evcc.edu](mailto:hr@evcc.edu)

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TITLE OF POSITION: **Adjunct Faculty – English**

CLASSIFICATION: Adjunct

STATUS: Contract, Per Semester

**SUMMARY:**

Adjunct Faculty bring practical experience to the classroom and transfer their knowledge to students by establishing and promoting an effective learning environment for students with diverse interests, abilities, needs and expectations. These responsibilities are performed in an ethical manner consistent with the EVCC's mission, vision, and values, which include diversity, equity and inclusion.

**RESPONSIBILITIES:**

1. Demonstrated knowledge in assigned teaching discipline.
2. Teaches courses as contracted each semester.
3. Attend and be prepared for scheduled class sessions. Provide instructional opportunities for entire scheduled class time.
4. Contribute positively to the advancement of academics through:
  - a. Understanding EVCC's curriculum,
  - b. Preparing instructional course syllabi and materials.
5. May provide input and feedback on selected textbooks and instructional resource and electronic materials.
6. Familiarity with Moodle and/or Blackboard .
7. Conduct classes in accordance with established course outlines and approved instructional materials.
8. Guide students in their educational processes by referring them for assistance regarding their program/schedules, academic progress, specialized services within EVCC, and/or up-to-date information about educational/occupational opportunities.
9. Be accessible to assist students with questions and in completion of assignments as delineated in the course syllabus.
10. Access information on current issues through (i.e. e-mail and print correspondence, website, and publications).
11. Maintain all records-student/classroom/department (i.e. grades, attendance, etc.)- In compliance with EVCC's Instructional policies and procedures.
12. Maintain and demonstrate a positive approach that provides for innovation and personal growth.
13. Maintain and demonstrate a high level of professional ethics.
14. Participate in adjunct faculty evaluation process as determined by the EVCC.
15. Provides GREAT educational service, anticipating and exceeding the needs of our students.
16. Perform other duties as assigned.

**QUALIFICATIONS:**

- BS in English with 18 postgraduate hours in English or a Master's in English
- Minimum of three (3) years current professional experience related to assigned teaching discipline.
- Relevant/Current certifications/licenses as required by teaching assignment.
- Ability to teach one (1) to four (5) hours per class session.

- Demonstrate a professional manner and attire.
- Demonstrated effective knowledge and use of presentation, facilitation, and technology skills.
- Demonstrated ability to think critically, analyze data, and read/process written information.
- Teaching experience (preferably in higher education or training) and/or experience in planning/developing courses preferred.
- Demonstrated ability to work accurately and effectively with computerized data systems (PC and mainframe). – Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral, which transcend diverse audiences.
- Demonstrated ability to communicate effectively and relate well to students, faculty, staff, and others while maintaining appropriate confidentiality.
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the EVCC.
- Must be able to work an irregular schedule, evenings or Saturday as needed, additional hours during peak times or as required.

Required experience:

3 years current professional experience related to assigned teaching discipline.

Required education: Bachelor of Science in English, English Literature preferred with 18 post graduate hours in English or a Master's in English.

Qualified candidates may submit a CV or resume to the Office of the President at [hr@evcc.edu](mailto:hr@evcc.edu)

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Eastern Virginia Career College has openings for instructors in the **General Education** courses. We are seeking qualified, experienced teachers who hold a Bachelor's degree and at least 18 graduate credit hours in English, Mathematics, Sciences, and Humanities.

- General Education Program – English/Math/Humanities/Science
- Nursing Program – Practical Nurse/Registered Nurse/Nurse Aide
- Spa Program – Esthetics/Medical Massage Therapy/Nail Tech
- Information Technology Program – Cisco Networking Academy
- Occupational Therapy Assistant Program – Faculty

Interested candidates who hold a bachelor's degree and a minimum of five years' experience in that discipline please send your resume to [hr@evcc.edu](mailto:hr@evcc.edu).

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