**POSITION VACANCY:** Part-time Data Management Technician, Job #09-40  
(State Headquarters, NC Military Business Center, NCMBC)  
**DATE AVAILABLE:** January 25, 2010  
**DUTIES:** Conducts research, creates and publishes reports and documents, and performs other data management functions for the NCMBC. Assists with administering the NCMBC’s military contracting and skills matching tool, www.MatchForce.org. Provides non-technical support to all users; assists users establish valid profiles, post jobs, post skills and find military business and employment opportunities. Coordinates with design and hosting company on MatchForce functionality. Assists with administering the NCMBC’s internal client management software and database, ACT!. Provides back up office management support and assists the NCMBC’s webmaster in maintaining www.ncmbc.us.  
**QUALIFICATIONS:** Minimum requirements: Combination of education or experience equivalent to a baccalaureate degree in computer science or a related field and two years of computer programming or computer applications software experience. Prefered: Education or experience in business, data research and/or application software systems management. Advanced skills in word processing and spreadsheet programs. Experience in managing computer applications software, as well as word processing, spreadsheet and database applications.  
**SALARY:** Based on college salary scale.  
**CLOSING DATE:** January 19, 2010 A completed FTCC application, with college transcripts, must be received in the Human Resources Office by 4 p.m. on this date to be considered. A resume will not be accepted in lieu of an FTCC application.

**POSITION VACANCY:** Part-time Radiography Clinical Instructor  
**DATE AVAILABLE:** Immediate  
**DUTIES:** Clinical supervision of Radiography students at on-campus lab and off-campus clinical agencies. Responsible for participation in departmental activities.  
**QUALIFICATIONS:** Minimum Requirement: Associate in Applied Science Degree in Radiography, ARRT Certified with active registration. Two years of full-time work experience in the professional discipline. Proficient in supervision, instruction, and evaluation. Successful applicant must have begun or completed the Hepatitis B Immunizations and possess a valid CPR certification.  
**SALARY:** Based on college part-time salary scale.  
**CLOSING DATE:** Open Until Filled: A completed FTCC application, with copies of college transcripts, must be received in the Human Resources Office by 4:00 p.m. on this date to be considered. Degrees MUST be from a regionally accredited institution that is recognized by the Department of Education. Transcripts MUST show degree earned and date conferred. A resume will not be considered in lieu of an FTCC application.
Teach face-to-face and on-line classes, incorporating latest instructional technologies & interactive learning technologies in course delivery.

- Advise students who are in the Associate Degree Nursing program.
- Supervise nursing faculty.
- Participate in/lead faculty committees and other activities, as appropriate.
- Plan, organize, and coordinate all aspects of the Associate Degree Nursing Program.
- Provide highly responsible academic and administrative support to the assigned Academic Dean.
- Maintain standards of program approval and accreditation.
- Develop and maintain community relationships that support the mission of the school and the nursing program.

QUALIFICATIONS:
Minimum Requirements: Master's in Nursing, two years full-time clinical experience and two years full time experience teaching in an approved nursing program at the Associate Degree level or higher. Preparation in teaching and learning principles for adult education, including curriculum development, implementation, and evaluation. Hold a current unrestricted license as a Registered Nurse in the state of North Carolina. Communication, both oral and written, and computer skills necessary. Must have begun or completed Hepatitis B immunizations. Applicants not meeting this minimum requirement will not be considered. Preferred: Master's in Nursing, two years full time experience teaching nursing, two years management experience as lead instructor, course coordinator, or some aspect of leadership, and must hold a current unrestricted license as a Registered Nurse in the state of North Carolina.

SALARY: Based on college salary scale, plus an excellent benefit package.

CLOSING DATE: Open Until Filled

APPLICATION PROCEDURE: A completed packet including an FTCC application, a cover letter addressing the duties and requirements, an educational and employment history, and copies of ALL college transcripts, must be received in the Human Resources Office by 4:00 p.m. on the closing date to be considered. Degrees MUST be from a regionally accredited college or university that is recognized by the Department of Education. Transcripts MUST show degree earned and date conferred. A resume will not be considered in lieu of an FTCC application.
fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

**Duties:** Responsibilities include but are not limited to planning, organizing, and coordinating the College's Financial Aid programs and services consisting of federal, state, private, and institutional financing. Provide highly responsible and complex administrative staff support to the Director of Financial Aid Services. Administer the processes for Title IV (all federal aid) and monitor the remedial studies load for students. Coordinate assigned activities with other College divisions, departments, and outside organizations. Perform the functions of the Director of Financial Aid in the absence of that individual.

**Qualifications:** Minimum Requirement: A Bachelor's Degree in Business Administration or a closely related field. Three years of progressively responsible administrative or staff experience in financial assistance programs. Knowledge of Datatel and processing applications related to financial aid programs. Effective oral and written communication skills. Supervisory experience and excellent customer service skills. Applicants not meeting this minimum requirement will not be considered. Preferred: Experience and knowledge working with Datatel/Colleague System and some computer programming experience. Supervisory experience.

**Salary:** Based on College’s salary scale, and an excellent benefits package.

**Closing Date:** Open until filled. To be assured consideration, a completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of college transcripts, must be received in the Human Resources Office. Transcripts MUST show degree earned and date conferred. Applications will not be considered without a complete packet.

**POSITION VACANCY:** Civil Engineering/Surveying Technology Instructor (10 month contract) – Job #09-30

Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to teach courses in Civil Engineering and Surveying Technology with emphasis on theory and processes in land surveying and development, construction and topographic surveying, computer applications utilizing AutoCad, Excel, spreadsheet development, GIS and GPS and other application specific software. Responsible for educational leadership, student instruction and advisement of students in the Civil Engineering/Surveying Technology Program. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

**DUTIES:** The successful candidate will:

- Teach face-to-face classes to include days, evenings, and weekends both on and off campus.
- Teach web-based or totally online classes as needed by the Department.
- Incorporate latest instructional technologies & interactive learning technologies in course delivery and engage in professional development and technological upgrade activities.
- Assist in the design and update of course syllabi, curriculum review, revision and development.
- Advise students who are in the Civil Engineering/Surveying Technology Program.
- Participate in faculty committees and other activities, as assigned.

**QUALIFICATIONS:** Minimum Requirements: Licensed Professional Engineer (LPE) and Bachelor's of Science in Civil Engineering or Master's Degree in a related field with a minimum of eighteen (18) hours in Civil Engineering in lieu of a LPE. A minimum of five years experience as a civil engineer, a minimum of ten (10) hours of AutoCad, Civil 3D and proficient in use of standard surveying equipment. Communication, both oral and written, and computer skills necessary. Applicants not meeting this minimum requirement will not be considered for this position. Preferred: Master's Degree in Civil Engineering or Professional Land Surveyor. Teaching experience at a community college or four-year college with online teaching experience.

**SALARY:** Based on college salary scale, plus an excellent benefit package.

**CLOSING DATE:** Open until filled. A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of ALL college transcripts, must be received in the Human Resources Office by 4:00 p.m. by the closing date; however the position will be open until filled. Degrees MUST be from a regionally accredited institution that is recognized by the Department of Education. Transcripts MUST show degree earned and date conferred. A resume will not be considered in lieu of an FTCC application.

**POSITION VACANCY:** Horticulture Technology Instructor / Department Chair (10 month contract) – Job #09-29

Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to teach courses in Horticulture Technology Management and Basic Landscape with emphasis on plant science, propagation, and identification, horticulture pest management and basic landscape design and management. Responsible for educational leadership, student instruction and advisement of students in the Horticulture Department. Expertise in marketing, curriculum design, technology, supervisory training in the operation and management of greenhouses, demonstrated knowledge and skill in greenhouse management and horticulture pest management and practical landscape design and management. Responsible for educational leadership, student instruction and advisement of students in the Horticulture Department. Expertise in marketing, curriculum design, development and technological upgrade activities.

**DUTIES:** The successful candidate will:

- Teach face-to-face classes to include days, evenings, and weekends both on and off campus.
- Teach web-based or online classes as needed by the Department.
- Incorporate latest instructional technologies & interactive learning technologies in course delivery.
- Advise students who are in the Horticulture Technology Program.
- Assist in the design and update of course syllabi, curriculum review, revision and development.
- Participate in faculty committees and other activities, as assigned.
- Maintain a safe lab environment

**QUALIFICATIONS:** Minimum Requirements: Master's Degree in Horticulture Science or Agriculture Education with 18 graduate hours in Horticulture or a related field. Teaching experience at the high school or college level with two years work experience in landscape installation and management. Successful completion of the Certified Plant Professional Exam, hold a Public Pesticide Operation License with subclasses (HLN), and demonstrated knowledge and expertise in use of AutoCad for technical design, communication, both oral and written, and computer skills are necessary. Applicants not meeting this minimum requirement will not be considered for this position. Preferred: Training in the operation and management of greenhouses, demonstrated proficiency in the servicing and operation of power machinery equipment used in landscape maintenance and installation, in addition to a working knowledge of landscape construction.

**SALARY:** Based on college salary scale, plus an excellent benefit package.

**CLOSING DATE:** Open until filled. A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of ALL college transcripts, must be received in the Human Resources Office by 4:00 p.m. by the closing date; however the position will be open until filled. Degrees MUST be from a regionally accredited institution that is recognized by the Department of Education. Transcripts MUST show degree earned and date conferred. Applications will not be considered without a complete packet.

**POSITION VACANCY:** Early Childhood Education Associate Instructor (10 month Contract) Job #09-32

Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to effectively teach courses in early childhood education with an emphasis on children, ages birth to five is critical to experiencing success in this position. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and

http://www.faytechcc.edu/hr/FTCCEmploymentOpportunities.asp
FTCC Employment Opportunities

willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

DUTIES: The successful candidate will:
- Teach face-to-face classes to include days, evenings, and weekends both on and off campus.
- Teach web-based and online classes as needed by the Department.
- Incorporate latest instructional technologies & interactive learning technologies in course delivery.
- Advise students who are in the Early Childhood Education programs.
- Participate in faculty committees and other activities, as assigned.
- Assist in the design and update of course syllabi, curriculum review, revision and development.

QUALIFICATIONS: Minimum Requirements: Master's Degree in Early Childhood, Child Development, Elementary Education with a birth through Kindergarten License or Family Science/Human Ecology. Communication, both oral and written, and computer skills necessary. Applicants not meeting this minimum requirement will not be considered for this position. Preferred: Teaching experience at the community college or four-year college with on-line experience preferred and experience working with children in a birth through kindergarten setting.

SALARY: Based on college salary scale, plus an excellent benefit package.

CLOSING DATE: Open until filled

APPLICATION PROCEDURE: A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of ALL college transcripts, must be received in the Human Resources Office by 4:00 p.m. on the closing date to be considered. Degrees MUST be from a regionally accredited institution that is recognized by the Department of Education. Transcripts MUST show degree earned and date conferred. Applications will not be considered without a complete packet.

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POSITION VACANCY: Part-time Surgical Technology Instructor

Fayetteville Technical Community College is seeking qualified applicants for this part-time position. Instructor will be responsible for organization, planning, development, and general effectiveness of clinical experiences for students enrolled in the Surgical Technology Program. Qualified candidates will possess excellent surgical skills, computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; ability to integrate technology, and willingness to accept responsibility for professional and personal growth.

DUTIES: The successful candidate will:
- Be responsible for laboratory instruction in addition to clinical instruction.
- Be organized, able to meet deadlines, and be able to turn in reports in a timely manner.
- Assess, expand, and develop teaching techniques, communication skills and subject knowledge to enhance student learning and bring about success in academic achievement.
- Assist students in resolving concerns/issues and direct them to the appropriate person.
- Work with the Department Chairperson to ensure learning standards are maintained.

QUALIFICATIONS: Minimum Requirements: Diploma in Surgical Technology with three years of current Operating Room experience. Surgical Technology applicants must be certified as a Surgical Technologist, and must have begun or completed the required immunizations. Communication, both oral and written, and computer skills necessary. Applicants not meeting this minimum requirement will not be considered for this position. Preferred Requirements: Associate Degree with prior teaching experience.

SALARY: Based on college salary scale, plus an excellent benefit package.

CLOSING DATE: Open until filled

APPLICATION PROCEDURE: A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of ALL college transcripts, must be received in the Human Resources Office by 4:00 p.m. on the closing date to be considered. Degrees MUST be from a regionally accredited institution that is recognized by the Department of Education. Transcripts MUST show degree earned and date conferred. A resume will not be considered in lieu of an FTCC application.

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POSITION VACANCY: Part-time Associate Degree Nursing Instructor

Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to effectively manage a clinical group of up to ten (10) nursing students in a variety of clinical settings. Must have excellent oral and written communication skills. The applicant will possess the ability to represent FTCC and the Associate Degree Nursing Program in a positive and professional manner. In addition, will be a mentor and role model to students, faculty, and the community by presenting a positive professional image. Additionally, organizational skills are critical to experiencing success in this position. Experience in teaching, curriculum design and planning, is desirable to this position. Qualified candidates will demonstrate evidence of a career that includes a variety of clinical experiences which is critical to experiencing success in this position. Expertise in marketing, curriculum design, planning, and marketing is essential to this position. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

DUTIES: The successful candidate will:
- Teach face-to-face classes to include days, evenings, and weekends both on and off campus.
- Teach online classes as needed by the Department.
- Incorporate latest instructional technologies & interactive learning technologies in course delivery.
- Advise students who are in the Associate Degree Nursing program.
- Participate in faculty committees and other activities, as assigned.

QUALIFICATIONS: Minimum Requirements: Bachelor's Degree in Nursing (BSN). A current and unrestricted license as a Registered Nurse (RN) in North Carolina. Will have two (2) years of employment in direct patient care as a registered nurse (RN). Must have begun/completed and current with required immunizations and possess a current CPR card. Communication, both oral and written, and computer skills necessary. Applicants not meeting this minimum requirement will not be considered for this position. Preferred: Two years of teaching experience in Nursing with a Master of Science in Nursing (MSN), On-line teaching experience. Teaching experience at the community college or four-year college.

SALARY: Based on college part-time salary scale.

CLOSING DATE: Open until filled.

APPLICATION PROCEDURE: A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of ALL college transcripts, must be received in the Human Resources Office by 4:00 p.m. on the closing date to be considered. Degrees MUST be from a regionally accredited institution that is recognized by the Department of Education. Transcripts MUST show degree earned and
Applications will not be considered without a complete packet.