

**Main Campus:**  
21 Campus Circle  
Murphy, NC 28906  
Phone: (828) 837-6810  
Fax: (828) 837-0028  
or (828) 837-3266



**Graham County Center:**  
P.O. Box 1997  
145 Moose Branch Road  
Robbinsville, NC 28771  
Phone: (828) 479-9256  
Fax: (828) 479-6280

## **ADVERTISEMENT OF POSITION VACANCY**

**Posting Date: September 12, 2022**

### **Position: Biology Instructor (Full-time)**

#### **Basic purpose of position:**

Under supervision of the Vice President for Teaching and Learning, and in cooperation with the Dean, the Biology Instructor is responsible for assigned teaching duties and other related institutional activities. Courses taught may be in person, online or a hybrid delivery, and may be taught at all College instructional locations. Potential subject areas include biology, environmental biology, zoology, botany, and anatomy/physiology.

#### **Qualifications:**

Master's Degree in Biology with 18 credit hours in the discipline (Biology) required. Previous teaching experience preferred.

#### **Job Description/Duties:**

- Plan, organize, and develop each course taught in accordance with acceptable academic standards.
- Maintain up-to-date course outlines and objectives for each course to be taught, assist with the development of new courses, and assist in revisions of existing courses.
- Serve as a faculty advisor as assigned and be available for advising of students on all designated registration days.
- Participate in a continuous program of curriculum evaluation.
- Assist in developing program budgets for supplies and equipment and submit requisition information for the administration to order these items.
- Evaluate each student by keeping necessary records to provide the college with an adequate profile of each student.
- Promote retention by assisting students to develop strategies for success.
- Provide all class records/grades to the Registrar and to the Curriculum Records and Reporting Specialist.

**Salary Range:** In accordance with the College's Compensation Plan.

Estimated Range: \$45,400 – \$48,500 (9 month contract)

**Work Schedule:** Nine month Contract/Fall and Spring Semesters. Summer teaching opportunities may be available for additional compensation.

**Proposed Hiring Date:** As Soon As Possible. First course assignments to begin in January 2023. A six-month probationary period is required by college policy.

**Deadline to Apply:** September 26, 2022 or until filled.

**How to Apply:** A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application packet, contact Julia Hall at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4299 or e mail [humanresources@tricountycc.edu](mailto:humanresources@tricountycc.edu).

Incomplete application packages will not be considered.

*Equal Opportunity Employer*