

Part Time Instructor of Fire Ecology (Pool)

Posting Details

Application Instructions

Please read carefully before applying:

You must provide all information requested on the application form (resumes will not be considered as a substitute for the application). Initial screening by Human Resources for minimum requirements is based on your APPLICATION ONLY (supporting documents will not be reviewed during initial screening). Incomplete applications will not be considered by hiring committees. You will have an opportunity to upload supporting documents for committee consideration during this online application process.

Position Information

Posting Number:	0600609
Position Title:	Part Time Instructor of Fire Ecology (Pool)
Posting Date:	02/21/2014
Closing Date:	
Open Until Filled (notes):	
Length of Position:	Contracts are on a term-by-term basis
Anticipated Start Date:	
Position Type:	Part-Time Faculty
FTE:	< .50
Salary Level:	Part Time Instructor
Starting Minimum Pay:	\$525 per Load Unit (1 LU = 1 Class Credit)
Starting Maximum Pay:	\$525 per Load Unit (1 LU = 1 Class Credit)
Hours per Week:	depending on class schedule
Work Schedule:	depending on class schedule
Days of the Week:	Mon-Fri typically
Job Summary/Purpose:	To provide instruction in Fire Ecology and Effects course and labs in the Forest Resources Technology Program at the Bend campus.
Essential Functions:	<ol style="list-style-type: none"> 1. To provide instruction in Fire Ecology and Effects. This includes lecturing, directing, and supervising student labs and providing field experiences. Classroom teaching requires two contact hours per week, involving 12-22 students. Laboratory teaching requires three contact hours taught on or off campus. 2. Provide one hour of office time per week to guide and evaluate student progress. 3. Work collaboratively with other NIR instructors to foster excellence in teaching. This includes working successfully with colleagues in the department to develop and modify curricula, integrate new instructional methods into courses, and work to assure programmatic curricular coherence. Marginal Job Functions <ol style="list-style-type: none"> 1. Act as a resource person for students.
Knowledge, Skills and Abilities:	Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that he or she can perform the essential functions

of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. 2. Thorough knowledge of the field of forestry and natural resources in the broadest possible sense.
2. Ability to use a variety of teaching techniques and instructional methods as are appropriate to a wide range of learning styles.
3. Ability to design, develop, and maintain instructional programs and curricula in the field of forestry and natural resources.
4. Ability to observe, direct, and supervise students in laboratory and field settings and experiences.
5. Ability to traverse steep and uneven terrain as part of the direction and supervision of fieldwork in forestry.
6. Ability to learn the "Blackboard" course management system, so that grades and other materials can be available to students on-line.
7. Familiarity with, and ability to operate and oversee, the operation of audio-visual equipment. This includes overhead projectors, film and sound systems, video and television, and interactive video and audio equipment including computer controlled mixed media presentation systems.
8. Ability to use desktop computers effectively to produce and manage documents, images, video-clips and other data and/or media.
9. Ability to communicate orally and effectively with others using the English language, with or without the use of an interpreter.
10. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
11. Ability to work with other faculty and COCC staff and administrative persons at all levels.
12. Willingness and ability to travel and/or teach at various hours and locations as required.
13. Ability to acquire significant computer literacy as determined by the College.
14. Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.

Physical Demands:

Ability to work in classroom and office environments using computers, white boards, projectors, and other basic office equipment and the ability to traverse steep and uneven terrain as part of the direction and supervision of field work in forestry.

Required Qualifications:

1. Bachelor's degree (Master's degree preferred) in a natural resource discipline of a closely related field.
2. Two years of field experience in wildland fire management, prescribed burning, and fire effects assessment.
3. Demonstrated evidence of excellence in teaching typical forestry and natural resource coursework found at a community college. This includes demonstrated evidence of the on-going pursuit of activities intended to improve teaching skills.

Preferred Qualifications:

1. Master's degree in a natural resource discipline of a closely related field.
2. Coursework/teaching experience in lower division natural resources at a community college, 4-year college, or university.
3. Bi-lingual in English/Spanish a plus

Special Instructions to Applicants:

Part-time instructor pools are posted for the academic year to obtain applications from those interested in teaching part-time as a non-benefited instructor, on a term-by-term basis. Positions may not necessarily be available at the time you apply. Your online application will remain active for consideration throughout the length of the posting unless you are notified otherwise.

Note that you will be required to upload/create the required documents indicated in this posting at the time you apply. Unofficial transcripts are acceptable at application. It is the responsibility of the applicant to upload all required documents, including transcript(s). If you have questions please contact HR at 541-383-7216.

Is a Criminal History Check required?

Yes

Is a Credit History Check Required?

No

Open Until Filled

Yes

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. The College recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. Applicants who do not meet minimum qualifications, but present other qualifications or experience equivalent to those required will be considered and are encouraged to apply. There may be other requirements where an equivalency is acceptable. Please be aware that applicants who do not meet the minimum requirements and do not provide an equivalency statement will not be selected for an interview. Your statement should make clear the requirement you are addressing. Example: The position requires a Master's degree. You have a Bachelor's degree and work experience when combined you feel is equivalent to the degree requirement. Please make clear why you feel it is equivalent.
(Open Ended Question)
2. * What is your highest level of completed education?
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - PhD
 - Other post graduate degree
3. * How many years of COLLEGE LEVEL teaching experience do you have?
 - Less than 1 year
 - 1-2 years
 - 2-3 years
 - 3 years
 - More than 3 years
4. * Are you a U.S. military veteran? (COCC provides qualifying veterans and disabled veterans with preference in employment. To receive veterans preference in this recruitment process, you must upload your DD214 or DD215 form as supporting documentation. You will have the opportunity to upload the document in the next step of this application process.)
 - Yes, I am a veteran
 - No, I am not a veteran
5. * COCC requires a criminal history check for this position. If you are selected as a finalist, you will receive an email from COCC / HireRight Screening requesting your consent and basic information to complete the check. The College will not make an employment offer until the check is completed. Negative results will not automatically disqualify you from being considered or from being offered employment. Results are evaluated on a case-by-case basis considering the job responsibilities. Additional information regarding COCC's criminal history check policy can be found online in the General Procedures Manual, Section HR-2-1. Please indicate here if you will provide consent to the criminal history check when requested by the College.
 - Yes, I will provide my consent when requested
 - No, I will not provide my consent when requested
 - No Response
6. If you have identified yourself as a qualified veteran or disabled veteran by submitting your DD214 or DD215 form as proof of veteran status, please describe any transferable skills earned during your military service that you feel relate to the requirements/preferences of this position.
(Open Ended Question)
7. * COCC has campuses in Bend, Prineville, Redmond, and Madras. Please indicate in which locations you are willing to teach.
(Open Ended Question)

Applicant Documents

Required Documents

1. Resume/Vitae
2. Cover Letter
3. Letter of Recommendation 1

Optional Documents

1. Letter of Recommendation 2
2. Letter of Recommendation 3
3. College Transcript 1 (unofficial)
4. College Transcript 2 (unofficial)
5. College Transcript 3 (unofficial)
6. College Transcript 4 (unofficial)
7. US Military DD 214
8. Other Document 1
9. Other Document 2
10. Other Document 3
11. Other Document 4
12. Other Document 5
13. Teaching Philosophy/Evidence of Teaching Potential
14. Placement File, if applicable

Contact to Human Resources

The Human Resources Office is located in Newberry Hall, Room 103, on the COCC Campus, 2600 NW College Way, Bend, Oregon 97701-5998. Our office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday. (Summer hours - June 18 - August 24 are 8:00 a.m. - 4:30 p.m., Monday through Thursday, 8:00 a.m. - 1:00 p.m. Friday.)

Telephone Numbers:

- Department Line (541) 383-7216
- Fax Number (541) 317-3066
- Oregon Relay Services number is 7-1-1 for hearing impaired persons