**Position: Adjunct Member of the Faculty**

**Department: Division of Academic Affairs**

**Position Status: Part-Time**

**Directly Reports To: Vice President for Academic Affairs or designee**

Thaddeus Stevens College of Technology seeks an accomplished and dedicated member of the faculty who can supplement the teaching mission in the Academic Affairs Division. This is a part-time position with a focus on the delivery of instruction. The successful candidate will report to the Vice President for Academic Affairs or designee for fall 2021 semester, with possible reappointment for subsequent semesters. As a member of the faculty, the successful candidate will work closely with colleagues in the Division to pursue the mission and goals of the College.

**Major Responsibilities and Duties**

Teach students introduction to applications for use in the professional and college environment. Teaching students the use of the operating system, word processing, spreadsheets, database management, and presentation programs.

Willingness and ability to function as a team member and colleague in the Academic Affairs Division.

**Qualifications**

Bachelor’s degree;

Demonstrated ability to teach in the areas of computer applications;

Prior relevant teaching experience; and

Demonstrated ability to function effectively as a member of a team.

**Conditions of Employment**

Thaddeus Stevens College of Technology is a residential, two year technical college that serves economically disadvantaged as well as tuition-paying students. The College prepares students for skilled employment in a diverse, ever-changing workforce and for full, effective participation as citizens of the community, the Commonwealth, and the nation. Committed for over a century to lifelong learning, inclusiveness, and community outreach, Thaddeus Stevens College of Technology dedicates itself to the development of Pennsylvania's technical workforce. For information about the College, visit [www.stevenscollege.edu](http://www.stevenscollege.edu).

All fall 2021 semester Introduction to Computer Applications courses will be taught face to face, on campus.

Salary and rank for the successful candidate will be determined on the basis of academic preparation and experience as provided for in the PA State Education Association’s collective bargaining agreement with the College.

**Application Process**

Application materials must include a cover letter, a current resume, and academic transcripts. Applications should be sent to Heather Burky, HR Department, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or [burky@stevenscollege.edu](mailto:burky@stevenscollege.edu). Applications will be reviewed upon submission and the posting will remain open until the positions are filled.

Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer. Women and minorities are encouraged to apply.