NTCC Open Positions

Faculty Positions-Fulltime

AUTOMOTIVE TECHNOLOGY:  Associate’s degree in Automotive Technology (or related field) plus five years of related work experience required; prior work experience should include managing and/or teaching in an automotive repair setting. Community college teaching experience is desirable: ASE Certified in all eight (8) automotive areas. Preferred experience in: exemplary teaching programs emphasizing “hands-on” instruction and project-based learning, modification shop, test track and driver’s school operations; establishing and maintaining good business relationships with business partners; recruitment of students. Job duties: Teach courses in Automotive Technology, recruit, retain and advise students, develop curricula, and participate in departmental and college governance as part of a team. Pay: per faculty salary scale found online at www.ntcc.edu

COMPUTER SCIENCE:  Master’s degree and 18 graduate hours in Computer Science is required; Must demonstrate proficiency in the Microsoft Suite of applications, including Word, Excel, Access, PowerPoint, and be current in emerging fields of computer science. Candidate should have experience in computer networking, including hardware, software and security issues; a background in computer programming is desired. A minimum of three years, or equivalent, of full-time successful teaching experience is required. Community College teaching experience is preferred. Job duties: teach courses in Computer Science; recruit, retain and advise students, develop curricula, and participate in departmental governance as part of a team. Pay: per faculty salary scale found online at www.ntcc.edu

Faculty in Medical Assistant Program:  Associates degree or higher with knowledge in course content, as evidenced by education and/or experience, effective in directing and evaluating student learning and laboratory performance, and preparation in educational theory and techniques. A minimum of 40 hours of experience in an ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants.

Description of Job Duties:  A faculty member in the Medical Assisting (MA) Program is directly responsible and accountable for ensuring the fulfillment of educational goals and objectives, and ensuring program compliance with the Medical Assisting Education Review Board (MAERB) Standards as well as maintaining full accreditation through the Commission on Accreditation of Allied Health Education Program (CAAHEP) Standards and Guidelines. These responsibilities require leadership in both academic and workforce area and include meeting students retention goals; participating in educational planning; evaluating student performance; motivating and advising students; and generating program reports as needed. Recruit, retain, and advise students, develop curricula, and participate in departmental and college governance as part of a team. Pay: per faculty salary scale found online at www.ntcc.edu
FACULTY/INSTRUCTOR – Dental Hygiene:

Faculty members of the NTCC Dental Hygiene Program are responsible for providing quality instruction to students thus ensuring fulfillment of department education goals and objectives. These responsibilities require leadership in both academic and workforce settings and include meeting student retention goals, as well as directing and participating with educational planning. Education planning encompasses such things as evaluating student performances, motivating and advising students, and ensuring program compliance with all applicable accrediting agencies. Further responsibilities include:

• Assisting with curriculum development and instructional advancement in the field of dental hygiene.
• Assessing the instructional needs of students in the program and coordinating plan development to address these needs.
• Teaching courses as assigned; determined by need and/or expertise.
• Assisting in the annual core curriculum evaluations, assessment of program effectiveness and preparation of reports.
• Assisting in the hiring and recruitment of new faculty across the college.
• Coordinating departmental textbook orders.
• Maintaining communication and working cooperatively with clinical instructors at off-campus instructional sites.
• Serving on departmental or institutional committees as assigned by the College President, the Executive Vice-President for Instruction, the Dean of Allied Health or the Dental Hygiene Program Director.
• Conducting student recruitment through monthly or quarterly information sessions and participate in the application process that meets the requirements of the accrediting agency and advisory committee.
• Assisting in the collection and analysis of data required for the preparation of the program self-study. During self-study periods, faculty members must actively participate in the completion of the self-study and assist with the CODA site visit.

Background Requirements: Applicants must possess a minimum of a baccalaureate degree in dental hygiene from an accredited program; a master’s degree is preferred. In addition, candidates must have background demonstrating three years minimum dental hygiene clinical practice experience and must be a licensed dental hygienist in the state of Texas (or Texas eligible). Candidates’ background must also include experience in college-level teaching, preferably at the community college level. Applicants should possess excellent interpersonal and communication skills, superior problem-solving skills, and demonstrate innovation and creativity in their thinking with sound leadership capabilities. Salary and rank are commensurate with experience and qualifications. Although hiring will be ongoing until the position is filled; the position start date is August 1, 2013.