



POSITION ANNOUNCEMENT

Human Resources

ADJUNCT INSTRUCTORS VACANCY POOL

Part-Time, Adjunct Faculty Positions

THE COLLEGE

Whatcom Community College is a destination college attracting students from its local community of Bellingham, throughout the Pacific Northwest, and internationally with exceptional faculty and staff, state of the art classrooms, wireless access, and a beautiful, expansive campus. WCC takes a comprehensive approach to course and program offerings, including liberal arts, professional/technical, basic education and personal/professional enrichment. In fact, Whatcom is recognized for its strength in preparing students for transfer and its emerging professional/technical programs. The College is accredited by The Northwest Commission on Colleges and Universities.

Whatcom has a student-centered philosophy which is often referred to as “The Whatcom Way”. Student enrollment averages 7,000 per quarter in both credit and non-credit courses. WCC boasts a talented group of 73 full-time faculty who partner with approximately 180 adjunct (part-time) faculty members to deliver instruction that promotes student success. Supported by Whatcom’s exemplary staff, our campus community strives to serve students encouragingly and efficiently.

POSITION DESCRIPTION

Whatcom Community College invites applications for part-time adjunct faculty positions to expand the pool of instructors for future positions that may occur. Applications will be kept on file through the current academic year.

MINIMUM QUALIFICATIONS

- Master’s degree in a related field.

PREFERRED QUALIFICATIONS

- Teaching experience in a post-secondary institution.
- Develops innovative ideas that provide solutions to all types of workplace challenges and brings ideas to supervisor.
- Earns the trust, respect, and confidence of coworkers and public through consistent honesty, forthrightness and professionalism in all interactions.
- Actively contributes to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals. Treats everyone with respect and dignity, and appreciates the differences in people.

APPLICATION DUE DATE

For best consideration, applications should be received as soon as possible.

APPLICATION PROCEDURES

A completed application consists of:

- A letter of application that addresses the job requirements outlined in this announcement.
- A Whatcom Community College employment application form.

- A résumé.
- Unofficial transcripts for all earned degrees.
- Two (2) current letters of recommendation.

Required employment application forms may be downloaded from the College's website www.whatcom.ctc.edu, or to receive required form by mail, please call the Human Resources Office at (360) 383-3400, or by e-mail request at jobs@whatcom.ctc.edu.

Deliver, mail, fax or email to:

WHATCOM COMMUNITY COLLEGE, Attn. Human Resources Office
237 West Kellogg Road, Bellingham, WA 98226
(360) 383-3400 / FAX 383-3401/ VP 676-0001
E-mail: jobs@whatcom.ctc.edu Website: www.whatcom.ctc.edu

COLLEGE MISSION

Whatcom Community College contributes to the vitality of its communities by providing quality education in academic transfer, professional-technical and life-long learning, preparing students for active citizenship in a global society. (excerpt)

AFFIRMATIVE ACTION/EMPLOYMENT VERIFICATION

Whatcom Community College is an equal opportunity employer and complies with federal and state laws specifically requiring that the College does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion, age (except when gender or age is a bona fide occupational qualification) or veteran status which includes Vietnam Era and/or disabled veterans in its programs, recruitments, hiring, training, retention, promotion and all other personnel actions of qualified persons. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources, 237 W. Kellogg Road, Bellingham, WA 98226, (360) 383-3404; VP (360) 676-0001. For Title IX compliance, contact: Vice President for Educational Services, 237 W. Kellogg Road, Bellingham, WA 98226, (360) 383-3076; VP (360) 676-0001. All WCC publications are available in alternate format upon request. Accommodations for completing the application process are available to persons with disabilities by contacting the Human Resources Office. The College employs only lawfully authorized alien workers or US citizens. Verification of employment eligibility as specified by US Immigration and Customs Enforcement (ICE), the investigative branch of the Department of Homeland Security (DHS), is required of all new employees. Whatcom Community College maintains a smoke-free environment. Information related to campus safety may be obtained from the WCC website at www.whatcom.ctc.edu.