

Human Resource Management Instructor Wenatchee Valley College

Wenatchee Valley College is seeking part time faculty to join its social sciences faculty, teaching Human Resource Management. The successful candidate will teach a combination of in-person and online classes.

Human resource management is concerned with managing people effectively in the workplace. Using theoretical and practical approaches it examines the human resource manager's role and the role of all managers. Topics include philosophy, policies, organization, job design, employee selection, compensation/benefits, development, appraisal, promotion, discipline, termination and federal statutes.

See description at <https://catalog.wvc.edu/business/bus-243>

Examples of Duties and Responsibilities:

- Prepare or modify course content including syllabi, presentations and lessons, in accordance with college course outlines.
- Provide appropriately challenging instruction for assigned courses, including preparation for educational activities, evaluation of students' work, and consultations with students to help them realize their full potential as learners.
- Maintain accurate class and other records required by the college.
- Give timely feedback and progress reports to students during the quarter and submit final grades at the end of the quarter.
- Maintain office hours.
- Work cooperatively within the department and college community and attend monthly department chair meetings.
- Foster a positive working environment that is free from harassment, prejudice and/or bias, and demonstrate a respect for the dignity of everyone.

Desired Qualifications:

- A master's degree in a related field.
- Successful experience teaching, especially at the college level.
- Excellent communication and interpersonal skills.
- Experience utilizing a Learning Management System, such as Canvas.
- A demonstrated commitment to promoting equity, diversity, and inclusiveness in an educational environment.

We are looking for enthusiastic instructors who set high expectations but are eager to help students meet those expectations.

Interviews will include a teaching demonstration on a topic selected by the interview committee.

To Apply, Please Submit:

- Cover letter directly addressing your interest and how you meet the qualifications for the position.
- Curriculum Vitae/Resume.
- Copies of your transcripts (unofficial are fine).

To:

Andrew Tudor, Ed.D
Dean of English, Social Sciences, Humanities & Academic Development
Wenatchee Valley College
1300 Fifth Street
Wenatchee WA 98801
ahersh-tudor@wvc.edu

Or e-mail materials to Jordan Demory jdemory@wvc.edu.

Reasonable Accommodation:

Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

Equal Opportunity Employer:

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Manager, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: Dial 711, sas@wvc.edu.

This recruitment announcement may not reflect the entire job description and can be changed or modified at any time.