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# EMPLOYMENT OPPORTUNITIES

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October 26, 2009

## General Application Information

*Note: For each position of interest, a St. Louis Community College employment application and college transcript(s), if applicable, MUST be received by 5 p.m. on or before the closing date.*

For specific application procedures, all job applicants, including current College employees, are invited to call the JOB HOT-LINE at (314) 539-5200 or for the hearing impaired TDD (314) 539-5397. In addition, applications are available at the Cosand Center and the business offices on our Florissant Valley, Forest Park, Meramec and Wildwood campuses and on our WEB SITE < <http://www.stlcc.edu/Jobs/> >.

Application materials are accepted Monday through Friday, except holidays, for open, posted positions from 8 a.m. to 5 p.m. in the Human Resources Department at the Cosand Center at 300 S. Broadway, St. Louis, MO 63102-2800 (downtown across from Busch Stadium), or by FAX at (314) 539-5493 or by e-mail <[hrem@stlcc.edu](mailto:hrem@stlcc.edu)>.

Finalists for certain clerical positions will be required to successfully complete a skills assessment in Microsoft Word 2003.

We thank you for your interest in employment opportunities with St. Louis Community College.

Applicants who meet the minimum requirements are forwarded to the hiring department, who in turn will contact those candidates selected to be interviewed.

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### Vacancy Location Code:

CC	Cosand Center	W	Wildwood Campus
FP	Forest Park Campus	SCEUC	South County Education & University Center
FV	Florissant Valley Campus	HEC	Harrison/Northside Education Center
M	Meramec Campus		

\* Asterisk indicates externally-funded position

## **President, Forest Park Campus**

St. Louis Community College invites applications and nominations for the position of President of the Forest Park campus. St. Louis Community College is the largest community college system in Missouri serving an area of approximately 700 square miles. By headcount, STLCC is the second largest institution of higher education in the state with current credit enrollment each semester of approximately 27,500 students. The College's four campuses offer core courses for college transfer and career programs, some unique to each campus, the State and region. The campuses and satellite centers are also shaped by their urban and suburban communities with programs and services designed to meet the needs and special interests of their respective communities.

Forest Park campus serves approximately 8,000 credit and 10,000 non-credit students and is the district's city campus, conveniently located on Highway 40 (I-64) across from the world-famous St. Louis Zoo and 1,293-acre city park. We are adjacent to several other major health, cultural and educational centers, such as the St. Louis Science Center, Saint Louis University High School and the BJC medical complex.

Forest Park is Missouri's leading provider of health technology training, offering 18 medical programs ranging from Funeral Services and Diagnostic Medical Sonography to Dental Hygiene, Nursing and Respiratory Therapy. Forest Park also is the premier trainer for the hospitality industry in St. Louis, offering programs in Hotel/Restaurant Management, Culinary Arts and Tourism. The campus houses a \$5 million Hospitality Studies Center, as well as a Center of Excellence in Advanced Networking Technology.

Global education is a major focus for this cosmopolitan campus, which won a 2008 innovation award from the Institute of International Education at the United Nations. We welcome more than 700 international students from 70 countries, speaking more than 80 languages. The campus also supports the Harrison Education Center in North St. Louis, offering credit and non-credit courses and contractual training. STLCC is committed to access with excellence through quality programming that recognizes students and learning as the focal points of the College.

The College President reports directly to the Chancellor and serves on the Chancellor's leadership team. He/she is the educational leader for the Forest Park campus; exercises broad discretionary authority consistent with Board Policies; develops, implements and evaluates long-range strategic and operational plans for campus-based instructional and student support programs; manages fiscal matters and recommends employment of faculty and staff; interprets mission of community college to external audiences; collaborates with local community representatives to identify educational needs of community; collaborates with governmental officials and the College community at large to apprise them of the resource needs of the College.

### **APPLICATION PROCESS:**

**To ensure full consideration, application materials should be received no later than Monday, January 11, 2010. The position will remain open until filled.**

For complete information on qualifications and on how to apply, go to [www.stlcc.edu](http://www.stlcc.edu) (STLCC Forest Park Presidential Search) or [www.acct.org](http://www.acct.org)

An electronic copy of the application package must be sent to: [searches@acct.org](mailto:searches@acct.org)

In addition, a paper copy must be mailed to: STLCC – Forest Park Presidential Search, c/o Dr. Narcisa Polonio, ACCT, 1233 20<sup>th</sup> Street, NW, Suite 301, Washington, DC 20036.

For additional information, nominations or confidential inquiries, contact Dr. Narcisa Polonio, ACCT, Vice President for Education, Research and Board Leadership Services, 202-276-1983 (mobile) or [npolonio@acct.org](mailto:npolonio@acct.org) or Julie Golder Alion J.D., Board Services Specialist, 202-775-4466 (office) or [jgolder@acct.org](mailto:jgolder@acct.org)

\*An ACCT Search\*

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
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## Potential Part-Time Employment Opportunities St. Louis Community College

St. Louis Community College has a district-wide internal personnel pool for a variety of short-term, temporary assignments for clerical support, instructional support, student services, information/technical services, physical plant, auxiliary services (mailroom, printing, bookstore, e.g., cashiers) and possibly, a variety of other professional positions, on an as needed basis.

Current part-time, temporary and part-time, continuing college employees are eligible to participate in the pool as long as their cumulative assignment(s) are limited to 39 hours or less each week.

Applicants (internal and external) must **complete and sign a St. Louis Community College employment application** including type of work desired, availability by hours, days and campus/Cosand Center/location. Human Resources will conduct the reference check, the skills assessment and/or the criminal check, if applicable. For an application visit: [www.stlcc.edu](http://www.stlcc.edu) click on jobs. **Send application materials to:** STLCC, Human Resources Dept, INTERNAL PERSONNEL POOL, 300 S. Broadway, St. Louis, MO 63102. FAX: 314/539-5493 or [hremp@stlcc.edu](mailto:hremp@stlcc.edu) AA/EOE

### Office and Technical

Administrative Assistant I	CC	Foundation	1,436.46 bi-weekly	October 30
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Requires an Associate degree or equivalent (specify total credit hours earned) and over three years of progressively responsible secretarial experience; prefer proficiency with SCT/Banner, SCT/Banner Advancement Module or Raiser's Edge donor software or similar donor software with excellent PC skills including MS Word, Excel and Outlook. Duties include: Provides clerical support for the Foundation and its Executive Director; maintains the Foundation donor database in the Banner Advancement module, including recordkeeping and processing gifts to the Foundation. Also includes compiling and organizing statistical data and information for reports and publications; prepares databases for direct mail appeals; does periodic billing of pledges and tracks payments; advancement services—processes acknowledgment letters and receipts, reporting and benchmarking of data; financial services—prepares deposits, reports and reconciliations that interface with QuickBooks software used by the Foundation; works closely with the Foundation's accounting firm; maintains complex recordkeeping and filing systems for storage and retrieval of correspondence; prepares and enters requisitions in Banner; may serve as timekeeper for the department. Usual hours: 8 a.m.-5 p.m. **Finalists will be required to complete a skills assessment in Microsoft Word 2003.**

Administrative Secretary II	FP	Allied Health and Natural Sciences	1,226.50 bi-weekly	October 30
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Requires an Associate degree or equivalent (specify total credit hours earned) and over three years progressively, responsible secretarial work experience or a high school diploma or equivalent and over five years of progressively, responsible secretarial work experience. Experience with Banner helpful. Ensures effective office operations by overseeing division office staff and provides a diverse range of administrative support functions: tracks division office supply and service budgets, oversees the completion of payroll and the input of class schedules, compiles statistical data, maintains complex recordkeeping and filing systems; prepares forms, logs, schedules and memoranda. Reports to the dean of the division. **Finalists will be required to complete a skills assessment in Microsoft Word 2003.**

Title	Loc	Area	Salary	Closing Date
Secretary		HNEC Gear Up Project	*1,068.12 bi-weekly	November 6

Requires a high school diploma or equivalent and over three months relevant full-time experience; prefer one-year secretarial experience. Provides secretarial support to Gear Up staff; reports to the Manager, Harrison Education Center; monitors budgets; prepares logs, forms and calendars; maintains complex recordkeeping and filing systems; compiles statistical data/information. Usual hours: 8 a.m.-4:30 p.m. Finalists will be required **to complete a skills assessment in Microsoft Word 2003.**

Lifeguards Part-time, temporary	FP	Physical Education	9.50/hour	open until filled
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Requires American Red Cross certifications; current lifeguard certification; current CPR for Professional Rescuer; current First Aid Certification (show proof of certifications). Be able to pass a skills test. Morning, evening and some weekend hours may be available. Information: Mark Applegate [mapplegate2@stlcc.edu](mailto:mapplegate2@stlcc.edu) or call (314) 644-9727.

Educational Assistant II/ Nursing Tutors, part-time, temporary	FP	Nursing	15.18/hour	open until filled
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Requires a minimum Associate degree in Nursing and over one year relevant full-time experience. Supplements the instruction students receive from nursing instructors; provides additional assistance needed to succeed in the nursing program through group and individual study sessions. May assign additional materials to students to supplement classroom learning; makes referrals to other sources as needed. Ten hours/week.

Aerospace Institute Lab Assistant/Project Specialist Part-time, temporary	CC	Center for Business, Industry & Labor	*24.35/hour	open until filled
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Requires a Bachelors degree or equivalent (specify total credit hours earned) and one year experience; or an Associate degree or equivalent (specify total credit hours earned) and three years experience; or high school diploma or equivalent and five years experience. The Center for Business, Industry & Labor, St. Louis Community College is seeking a part-time lab assistant for our Aerospace Institute. Applicants should have a mechanical background, aerospace industry preferred. Veteran status a plus. Duties include classroom prep and set-up, tool inventory and calibration, component restock, etc. Works with instructors and program management to ensure successful lab set-up. Will interface with suppliers, industry partners and campus facilities department. Usual hours: 2-3 days a week, 8 a.m.-4:30 p.m.

Lifeguards Part-time, temporary	M	Physical Education	9.50/hour	open until filled
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Requires certification in both lifeguard training and CPR. **Information:** Karen Koshak (314) 984-7392.

## Physical Plant

No recruiting activity at this time.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
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### Administrative/Professional

Aerospace Instructors/ Training Facilitator I Part-time, temporary	CC	Center for Business, Industry & Labor	*32.46/hour	open until filled
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Requires a Masters degree or equivalent (specify total graduate credit hours earned) and one year experience; or Bachelors degree or equivalent (specify total credit hours earned) and three years experience; or an Associate degree or equivalent (specify total credit hours earned) and five years experience; or a high school diploma or equivalent and seven years experience. The Center for Business, Industry & Labor, St. Louis Community College is seeking part-time instructors for our Aerospace Institute. Applicants should have a background in the aerospace industry, in any of the following areas: sheet metal assembly, electrical (aircraft wiring) and mechanical (hardware installation, torque, safety wiring, aircraft hydraulics). Teaching experience preferred but not required. Veteran status a plus. Usual hours: 7 a.m.-3:30 p.m., Monday-Friday.

Technical Training Instructor/Training Facilitator I Part-time, temporary	CC	Center for Business, Industry &	*32.46/hour	open until filled
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Requires a Masters degree or equivalent (specify total graduate credit hours earned) and one year experience; or Bachelors degree or equivalent (specify total credit hours earned) and three years experience; or an Associate degree or equivalent (specify total credit hours earned) and five years experience; or a high school diploma or equivalent and seven years experience. The Center for Business, Industry & Labor, St. Louis Community College is seeking a part-time instructor in our Industrial Maintenance Training Lab. Applicants should have experience in/knowledge of Hydraulics, Pneumatics, Motor Controls and Mechanical Drives. Teaching experience preferred. The IMT Lab utilizes the blended-learning approach: computer based – self paced units, instructor interface and hands-on exercises on our state-of-the-art Amatrol Trainers. Usual hours: one to two days a week; 7 a.m.-3:30 p.m., Monday-Friday.

Executive Director, St. Louis Community College Foundation	CC	Chancellor's Office	96,741 minimum	October 30
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Requires a Masters degree or equivalent and prefer experience in finance, business, public relations, education or related field with five years successful, directly-related experience involving effective working relationships with leaders from business and industry and recent experience with successful fund-raising drive(s). Works closely with the Development Office and other College units to coordinate College's fund-raising in the area of foundations, companies and individual giving. Plans, develops, and manages annual giving and capital campaigns. Need collaborative skills with ability to work in a large, highly complex, decentralized organization and have leadership and management skills in strategic planning and organizational development. In addition, requires a commitment to the role and values of the community college concept and an ability to articulate that mission. **Preferred qualifications include:** designation as Certified Fund-Raising Executive, knowledge of the St. Louis region, innovative, people-centered and ability to develop a vision of what might be and enlist the support of others in achieving that vision. Reports to the Chancellor and the St. Louis Community College Foundation Board.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Manager, Academic & Instructional Technology Support	CC	Technology & Educational Support Services	66,727 minimum 98,133 maximum	open until filled

**(position reopened; new search)** St. Louis Community College is seeking a dynamic individual to serve as the primary technical liaison, lead professional and administrator for the College's academic and instructional technology systems such as academic content management, learning management and other enterprise academic and instructional technologies. The successful candidate will have recent, hands-on technical experience and work closely with technical staff and faculty to investigate, architect, procure, implement, support and administer enterprise technologies throughout the multi-campus college environment. Will be knowledgeable of instructional technologies such streaming video, video-on-demand, synchronous interactive systems, and digital rights management functionality and how they are implemented in an educational environment. Represents the technology support division and leads discussions with academic leaders and end-users on technology issues and future directions. Designs and authors RFPs to support new and changed functionality. Coordinates with vendors and manages agreements, contracts, licenses, change orders, etc. Works with the College faculty and staff on in-service training efforts. Coordinates and directs the efforts of the technology support staff. Must be a skilled communicator in both written and verbal delivery including presentations. Reports to Enterprise Computing Services. Requires a Bachelor's Degree and over eight years progressively responsible full-time experience. Usual hours: days, Monday-Friday, but must be available 24/7.

Vice President, Academic Affairs	FV	Academic Affairs	92,143 minimum	November 23
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**(Position reopened to expand applicant pool. Applicants who have previously applied do not need to reapply).** Requires a Masters degree in an academic area of St. Louis Community College (prefer Doctorate) and over seven years full-time experience including five years of progressively responsible educational experience, preferably in a community college environment. Desire college teaching experience. Is the chief academic officer of the campus who performs duties necessary to provide a quality learning environment aimed at student success through direction and oversight of all College academic programs and related services. Provides academic and administrative leadership in support of the College's mission through effective policies, services, programs, personnel and resources within the academic core areas. Serves in acting capacity when the President is away from the campus. Contributes and administers to on-going campus and District activities, Life Sciences, Academic Support Center, Gateway to College, General Education, Library, Media Services, Center for Teaching and Learning (CTL), capital budget, instructional budget, and student academic appeals. Usual hours: 8 a.m.-5 p.m. Submit cover letter, resume, college application, copy of graduate transcripts and list of three references.

Server Systems Analyst	M	End User Computing Services	52,526 minimum	October 26
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Requires a Bachelors degree or equivalent (specify total credit hours earned) and over five years relevant full-time experience. This position is tasked with architecting and maintaining the technology infrastructure of the Meramec campus including but not limited to file services, network printing, operating system patches, application deployment, automation and user support. In connection with those duties, may design, manage, operate, install, modify, monitor, analyze, repair and troubleshoot the server infrastructure, including hardware and software. Designs server and storage configurations. Assists with hardware procurement/replacement, Operating Systems and supporting software selection procurement/replacement. May plan and conduct employee training. Provides input for annual operating and Capital budget submissions and expenditures. Serves as technical liaison between outside vendors and College as needed. May supervise technicians. Usual hours: 8 a.m.-5 p.m.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Application & Systems Analyst/Programmer—Specialist	CC	Systems Operation Office		open until filled

Reports to Manager, Electronic Communication and Systems Integration. Requires a Bachelors degree in computer science or closely related discipline or equivalent work experience and education/training providing similar knowledge and skills is necessary; requires seven or more years of relevant full-time experience beyond degree equivalence (specify total credit hours earned). Experience in current operation environment and use of specific programming/operating languages will be given preference. Certification in systems and applications to be supported may be considered an equivalency for experience requirements.

Need experience in developing data-driven web applications for the College’s public and intranet web-sites; highly experienced in HTML, JavaScript, VBScript, ASP, ASP .Net, VB.Net, XML, XSLT, CSS, MS-SQL, Oracle and Visual Studio. Have SQL Server 2005/2008 experience, including stored procedures and triggers. Requires knowledge of Web Content Management System preferably SharePoint Web Content Management and Serena Collage. Usual hours: 8 a.m.-5 p.m.

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Project Associate I/ Families School Liaison Specialist	HNEC Gear Up	*35,873 minimum	November 6
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Requires a Bachelors degree or equivalent (specify total credit hours earned; prefer a degree in education, guidance and counseling or related field) and over one year relevant full-time experience with experience designing and implementing K-12 programs; broad understanding of college readiness and access programs (K-12 reform, admissions standards, student financial aid); evidence of effective problem-solving skills and interpersonal communication skills; experience coordinating programs and/or assemblies; experience training and developing student leaders; demonstrated experience and skills using computer technologies and software, i.e., databases;

**Preferred Qualifications:** experience teaching K-12 students in urban settings; demonstrated understanding of and strong commitment to students from diverse backgrounds; experience working with after-school programs, supplemental/tutorial programs; experience analyzing and interpreting data; experience with other federally-funded programs, demonstrated experience and understanding of challenges in K-12 education and family empowerment; demonstrated history of working with multi-cultural population and an awareness of issues affecting women and minorities; demonstrated understanding of characteristics and challenges of first-generation, economically disadvantaged students.

The Gear Up project targets middle and high school students and their families to increase expectations and academic preparations for college readiness. The School Liaison Specialist, a 12-month position, collaborates with program, faculty, tutorial instructional staff, advisors and other staff who work with the program participants on a regular basis to implement activities and services to assist the participants and families in their child’s educational goals and assist in meeting the objectives of the program. Usual hours: 8 a.m.-4:30 p.m. Works some evenings and weekends; may travel to in-state and out-of-state of college tours. Requires copy of transcript.

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Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Project Associate I/ Families Coordinator	HNEC	GEAR UP	*35,873 minimum	November 6

Requires a Bachelors degree or equivalent (specify total credit hours earned) and over one year relevant full-time. Prefer a Masters degree in education or related field and over five years relevant full-time experience with experience designing and implementing higher education awareness or academic support programs; demonstrated experience and skills using computer technologies and software, i.e., databases; demonstrated experience working in urban school settings; demonstrated recordkeeping skills for federal and institutional reports. **Preferred Qualifications:** Experience working with and supervising students and instructional staff; experience identifying and administering age appropriate academic, career and personal assessments; experience analyzing and interpreting data; experience with federally-funded grant programs; broad understanding of college readiness and access programs (K-16 reform, admissions standards, student financial aid); evidence of effective problem-solving skills and interpersonal communication skills; experience coordinating programs and/or assemblies; excellent verbal and written communication skills; demonstrated experience and understanding and demonstrated history of working with multi-cultural populations and an awareness of issues affecting women and minorities; demonstrated understanding of characteristics and challenges of first-generation, economically disadvantaged students. **Primary responsibilities:** works closely with Gear Up Director and other Coordinators to plan and coordinate in-school and after-school activities for students and families; coordinates and oversees all family-based activities among Gear Up Coordinators, schools, families and partners; leads activities to assist students and families in understanding the process for college enrollment and completion of college admission and financial aid forms; leads, plans and implements the Summer Gear Up University program and all college tours in-state and out-of-state; assists with collecting and interpreting data for institutional and federal reports; assists in program planning and implementation targeted toward families; maintains accurate records concerning all program activities and student progress; monitors and works with family and community groups to promote project participation and support; performs other duties as assigned by the Director.

The Gear Up project targets middle and high school students and their families to increase expectations and academic preparations for college readiness. This 12-month position, reporting to the Director, works with schools' personnel and the Gear Up project staff to accomplish the goals and objectives and to meet the outcomes of the project. Usual hours: 8 a.m.-4:30 p.m. Works some evenings and weekends; may travel to in-state and out-of-state of college tours. Requires copy of transcript.

Coordinator, Emerson Center	FV	Emerson Center	39,468 minimum	November 13
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Requires a Bachelors degree or equivalent (specify total credit hours earned) and over three years relevant full-time experience preferably in educational, business or industry environment. Serves as the liaison to business, industry, Engineering & Technology Department, Workforce and Community Development, Admissions and Registration, Student Accounts and other units of the college on behalf of the Emerson Center for Engineering and Manufacturing. Serves as the primary contact for client services including the coordination of day-to-day activities pertaining to industry training. The coordinator facilitates ECEM's communications with prospective businesses and employers; participates in campus/district events such as open house, job fairs, staff development, and opening week activities. Prepares documents and proposals and maintains database of ECEM courses and activities. Reports to the college's lead administrator for the Emerson Center for Engineering and Manufacturing and will have significant internal contacts with department chairs and faculty; and Workforce and Community Development. Usual hours: 8 a.m.-4:30 p.m.; evenings and weekend.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Project Associate I/ Families Coordinator Part-time, temporary	HNEC	GEAR UP	*16.52/hour	November 6

Requires a Bachelors degree or equivalent (specify total credit hours earned) and over one year relevant full-time experience. Prefer a Masters degree in education or related field and over five years relevant full-time experience with experience designing and implementing higher education awareness or academic support programs; demonstrated experience and skills using computer technologies and software, i.e., databases; demonstrated experience working in urban school settings; demonstrated recordkeeping skills for federal and institutional reports.

**Preferred Qualifications:** Experience working with and supervising students and instructional staff; experience identifying and administering age appropriate academic, career and personal assessments; experience analyzing and interpreting data; experience with federally-funded grant programs; broad understanding of college readiness and access programs (K-16 reform, admissions standards, student financial aid); evidence of effective problem-solving skills and interpersonal communication skills; experience coordinating programs and/or assemblies; excellent verbal and written communication skills; demonstrated experience and understanding and demonstrated history of working with multi-cultural populations and an awareness of issues affecting women and minorities; demonstrated understanding of characteristics and challenges of first-generation, economically disadvantaged students. **Primary responsibilities:** works closely with Gear Up Director and other Coordinators to plan and coordinate in-school and after-school activities for students and families; coordinates and oversees all family-based activities among Gear Up Coordinators, schools, families and partners; leads activities to assist students and families in understanding the process for college enrollment and completion of college admission and financial aid forms; leads, plans and implements the Summer Gear Up University program and all college tours in-state and out-of-state; assists with collecting and interpreting data for institutional and federal reports; assists in program planning and implementation targeted toward families; maintains accurate records concerning all program activities and student progress; monitors and works with family and community groups to promote project participation and support; performs other duties as assigned by the Director.

The Gear Up project targets middle and high school students and their families to increase expectations and academic preparations for college readiness. This 12-month position, reporting to the Director, works with schools' personnel and the Gear Up project staff to accomplish the goals and objectives and to meet the outcomes of the project. Usual hours: 8 a.m.-4:30 p.m.; up to 39 hours/week. Works some evenings and weekends; may travel to in-state and out-of-state of college tours. Requires copy of transcript.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Application & Systems Analyst/Programmer—Senior	CC	Systems Operation Office		open until filled

Reports to Manager, Electronic Communication and Systems Integration. Requires a Bachelors degree in computer science or closely related discipline or equivalent work experience and education/training providing similar knowledge and skills is necessary; requires five or more years of relevant full-time experience beyond degree equivalence (specify total credit hours earned). Experience in current operation environment and use of specific programming/operating languages will be given preference. Certification in systems and applications to be supported may be considered an equivalency for experience requirements.

Need experience with SharePoint design, packaging, delivering and support of the technology. Demonstrated experience configuring and managing SharePoint Servers (MOSS), user interface environments, collaboration, content management or document. Knowledgeable in the technical aspects of Windows Server administration to include IIS, DNS, AD, SSL and Kerberos and have extensive infrastructure skills in the Web infrastructure technologies. Responsibilities include administration of IIS 6.0 and IIS 7.0 Web Servers on the Windows Server 2003 and Windows Server 2008 platforms. This includes, but is not limited to, installing, configuring, administrating and fine-tuning the Windows operating environment as well as SharePoint components and administrating additional web applications. Ability to work effectively within a team environment and independently and have technical communication skills to communicate effectively with campus staff and management. Prefer experience with SQL and SQL server backup. Usual hours: 8 a.m.-5 p.m.

**Faculty (full-time)** Note: copy of graduate transcript(s) should accompany application materials for all full-time faculty positions.

Ceramics Instructor/ Assistant Professor	FP	Art	49,647 minimum 55,897 minimum	October 30
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St. Louis Community College at Forest Park seeks a full-time Instructor/Assistant Professor to teach multiple courses in ceramics and to supervise and maintain a ceramics studio. The successful applicant will begin January 2010. STLCC offers a very competitive salary and outstanding benefits.

Qualifications: Minimum MFA in ceramics, exhibition record, college teaching experience in ceramics beyond graduate assistant, and the ability to maintain all aspects of ceramics studio, including safety standards, and the maintenance and operation of wood, electric and gas kilns.

Responsibilities: Teach four courses each semester. Participate in professional, departmental, and college activities, including student advising, committee work, assessment, curriculum development, etc.

The art department of St. Louis Community College at Forest Park offers multiple courses in Fine Arts such as Ceramics, Photography, Graphic Design, Drawing, Painting, Printmaking, Sculpture, Art History and Art Appreciation. St. Louis Community College at Forest Park is located in the St. Louis central area, close to the famous St. Louis Art Museum, St. Louis History Museum, St. Louis Zoo, Forest Park and Missouri Botanical Garden.

Please mail the required STLCC application <http://www.stlcc.edu/Jobs/Opportunities.html>, letter of interest, a vita, three letters of reference, teaching philosophy, artist statement, copies of transcripts and CD of PowerPoint presentations with 20 images of your artwork and 20 images of student work clearly labeled to: St. Louis Community College, Human Resources Department, 300 South Broadway, St. Louis, MO 63102. Email questions to Professor Yingxue Zuo [yzuo@stlcc.edu](mailto:yzuo@stlcc.edu). Review of applications will begin immediately.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Photography Instructor/ Assistant Professor	FP	Art	49,647 minimum 55,897 minimum	October 30

St. Louis Community College at Forest Park seeks a full-time Instructor/Assistant Professor to teach multiple courses in photography and to supervise and maintain a photo lab. The successful applicant will begin January 2010. STLCC offers a very competitive salary and outstanding benefits.

**Qualifications:** MFA in photography, exhibition record, college teaching experience in photography, digital imaging and new media beyond graduate assistance experience, and the ability to maintain all aspects of photo lab, including safety standards and the maintenance and operation of all photo lab equipment.

**Responsibilities:** Teach four courses each semester. Participate in professional, departmental, and college activities, including student advising, committee work, assessment, curriculum development, etc.

The art department of St. Louis Community College at Forest Park offers multiple courses in Fine Arts such as Ceramics, Photography, Graphic Design, Drawing, Painting, Printmaking, Sculpture, Art History and Art Appreciation. St. Louis Community College at Forest Park is located in the St. Louis central area, close to the famous St. Louis Art Museum, St. Louis History Museum, St. Louis Zoo, Forest Park and Missouri Botanical Garden.

Please mail the required STLCC application <http://www.stlcc.edu/Jobs/Opportunities.html>, letter of interest, a vita, three letters of reference, teaching philosophy, artist statement, copies of transcripts and CD of PowerPoint presentations with 20 images of your artwork and 20 images of student work clearly labeled to: St. Louis Community College, Human Resources Department, 300 South Broadway, St. Louis, MO 63102. Email questions to Professor Yingxue Zuo [yzuo@stlcc.edu](mailto:yzuo@stlcc.edu). Review of applications will begin immediately.

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Chemistry Instructor/ Assistant Professor	FV	Chemistry/Chemical Technology	49,647 minimum 55,897 minimum	open until filled
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Requires a Masters degree in Chemistry; desire relevant industry experience. Teaches chemistry and chemical technology. Prefer previous college teaching experience in both areas; desire background in chemical instrumentation, organic, analytical, and biochemistry.

The successful candidate will demonstrate the potential for providing academic and programmatic leadership and will participate in campus, college, and community professional activities, including enhancing existing programs, developing curricula, participating in K-12 outreach activities, articulating with universities, and interacting with businesses and community organizations as appropriate. In addition, the successful candidate is expected to work effectively with students, faculty, and staff with diverse socioeconomic, cultural, and racial/ethnic backgrounds as well as diverse abilities/disabilities and sexual preference. Suggested starting date is January 2010 but is negotiable. Requires College application, detailed resume and cover letter that addresses the general and specific requirements for the position and copy of graduate transcript(s).

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Chemistry Instructor/ Assistant Professor	M	Physical and Engineering Sciences	49,647 minimum 55,897 minimum	open until filled

Requires a Masters degree in Chemistry or a Masters degree with 30+ approved graduate semesters hours in Chemistry and related fields. Strongly prefer previous full-time or adjunct college chemistry teaching experience; prefer organic chemistry teaching experience. Suggested starting date is January 2010 but is negotiable. Requires College application, detailed resume and cover letter that addresses the general and specific requirements for the position and copy of graduate transcript(s).

Mathematics Instructor/ Assistant Professor Full-time, temporary (one-semester appointment)	FV	Mathematics	49,647 minimum 55,897 minimum (pro-rated for amount of time worked)	October 30
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Requires a Masters degree in Mathematics or a Masters degree in related discipline with 30 graduate credit hours in Mathematics along with a demonstration of successful community college teaching. In addition, prefer combinations of the following: community college teaching experience, developmental mathematics teaching experience, varied pedagogical methods, familiarity with classroom assessment techniques, and evidence of appropriate usage of the graphics calculator in the classroom. A successful candidate is expected to have the ability to work effectively with students, faculty, and staff with diverse socioeconomic, cultural, racial/ethnic backgrounds as well as diverse abilities/disabilities and sexual preferences. May include day, evening and weekend classes. Requires STLCC application, cover letter, resume, copy of all graduate transcripts. Begins January 2010.

Digital Media and Graphic Design Instructor/ Assistant Professor	M	Art	49,647 minimum 55,897 minimum	January 29
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Requires Master of Arts degree in Visual Art; prefer Master of Fine Arts with five years professional experience in the field. Prefer two or more years of full-time teaching experience. Requires extensive computer skills encompassing hardware peripherals and application software for both Macintosh and Windows platforms. A background in web development and programming is recommended. The candidate must also demonstrate professional and academic expertise in two or more of the following areas: art direction, graphic design theory, point and publication design, corporate identity and package design with strong board skills. Requires additional skills in web design, interactive design, digital production and animation.

Responsibilities include teaching four classes a semester, continued engagement in professional activity and service to the college which includes committee assignments and some administrative work. The department is an accredited institutional member of the National Assn of Schools of Art and Design serving 800 majors. The Center for Visual Technology serves 1,000 students yearly in digital imaging. Review of applications begins January 2010. Require college application, cover letter, resume, photocopies of graduate transcript(s), statement of teaching philosophy, syllabi and three letters of recommendation, 20 digital images of personal work and 20 digital images of student work, if available (format: JPEG or CD-R), and video or installation documentation as applicable. Begins August 2010.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Interior Design Instructor/ Assistant Professor	M	Art	49,647 minimum 55,897 minimum	January 29

Requires a Master of Science or Master of Arts in Interior Design or related field or a Bachelors degree and five years experience in the field. Teaches interior design studio classes, textiles and/or designer resources. A working knowledge of the kitchen and bath industry and/or commercial interior design would be beneficial. Certification by NCIDQ or NKBA would also be beneficial. Additional responsibilities include recruiting, student advising and participation in departmental and college assignments and committees. Begins August 2010. Requires college application, current resume and photocopy of applicable transcript(s).

English Instructor/ Assistant Professor	FV	English	49,647 minimum 55,897 minimum	November 20
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Requires a Masters degree in English; prefer specific certification or extensive documented coursework in teaching/pedagogy of developmental English. Teaching responsibilities will normally include developmental English courses. The ideal candidate will bring a proven background of teaching success in developmental English courses at the community college level, and s/he will also bring sound insights into the contemporary pedagogy of developmental education. S/he should exhibit strong initiative and interest in cultivating a dynamic developmental learning model. Prefer a strong record of student-centered teaching, collegiality, and engagement within and beyond the department. Participation in the assessment of developmental programming will be a key task. A record of recognizing and addressing a variety of learning styles, along with a history of employing a variety of teaching techniques (including the incorporation of technology in teaching) is highly desirable. Requires flexibility in scheduling for both teaching and administrative duties. Submit a college application, a statement of teaching philosophy, photocopies of graduate and undergraduate transcripts, and the names and contact information of three professional references. Begins August 2010 or a negotiated earlier date.

**Faculty (part-time)** Note: copy of graduate transcript(s) should accompany application materials for all part-time faculty positions.

Ceramics Instructor	FP	Art	open until filled
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St. Louis Community College at Forest Park is seeking interested individuals for potential part-time Ceramics instructor positions. Minimum of a Master's degree required. Candidates for this position should be able to demonstrate a strong, critical background with a contemporary understanding of both extended and discipline-based approaches to ceramics practice.

Candidates should have strong knowledge and technical skills working with clay in the following areas: hand-building, throwing and mold-making processes, clays and glazes technology, and digital imaging technologies will be expected. Day and evening classes available. Applications, transcripts and references required for all positions. Classes begin January 2010.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Printmaking Instructor	FP	Art		open until filled

St. Louis Community College at Forest Park is seeking interested individuals for potential part-time Printmaking instructor positions. Minimum of a Master's degree required; prefer teaching experience. Candidates for this position must be able to demonstrate sound knowledge of traditional and experimental approaches to printmaking. Awareness of contemporary and theoretical issues in art is must. Candidates must have knowledge of the basic processes of traditional and untraditional printmaking, history, materials and procedures of monoprints, relief and intaglio, and digital imaging technologies will be expected. Day and evening classes available. Applications, transcripts and references required for all positions. Classes begin January 2010.

Art Appreciation/ Art History Instructor	FP	Art		open until filled
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St. Louis Community College at Forest Park is seeking interested individuals for potential part-time Art History and/or Art Appreciation instructor positions. Minimum of a Master's degree required; prefer college teaching experience. Online teaching is also a possibility. Day and evening classes available. Applications, transcripts and references required for all positions. Classes begin January 2010.

Sport Psychology Instructor	M	Physical Education		open until filled
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Requires Bachelors degree; prefer Masters degree with expertise in psychology and a solid background in athletics. A sport psychologist would be a plus. Teaches a web-based course in Psychological Perspectives in Exercise and Sport. Begins January 2010. Information: Bob Bottger (314) 984-7786 or bbottger@stlcc.edu

**Visit the College's Web Site: [www.stlcc.edu](http://www.stlcc.edu)**

Asterisk (\*) = externally-funded

**St. Louis Community College  
An Affirmative Action/Equal Opportunity Employer  
Values the Diversity of Its Workforce**