
EMPLOYMENT OPPORTUNITIES

November 2, 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>.

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.

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 13 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 (STLCC Forest Park Presidential Search) or www.acct.org

An electronic copy of the application package must be sent to: searches@acct.org

In addition, a paper copy must be mailed to: STLCC – Forest Park Presidential Search, c/o Dr. Narcisa Polonio, ACCT, 1233 20th 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 or Julie Golder Alion J.D., Board Services Specialist, 202-775-4466 (office) or jgolder@acct.org

An ACCT Search

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
-------	-----	------	--------	--

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 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 AA/EOE

Office and Technical

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
------------------------------------	----	--------------------	--	-----------	-------------------

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 or call (314) 644-9727.

Educational Assistant II/ Nursing Tutors, part-time, temporary	FP	Nursing		*15.18/hour	open until filled
---	----	---------	--	-------------	-------------------

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 (to be determined).

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Aerospace Institute Lab Assistant/Project Specialist Part-time, temporary	CC	Center for Business, Industry & Labor	*24.35/hour	open until filled

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
------------------------------------	---	--------------------	-----------	-------------------

Requires certification in both lifeguard training and CPR. **Information:** Karen Koshak (314) 984-7392.

Physical Plant

Housekeeper	M	Housekeeping	952.80 bi-weekly (probationary rate) 1,179.20 bi-weekly (non-probationary rate)	November 13
-------------	---	--------------	--	-------------

Requires a high school diploma or equivalent; prefer housekeeping experience. Usual hours: 3:30 p.m.-12 a.m., Monday-Friday.

Administrative/Professional

Aerospace Instructors/ Training Facilitator I Part-time, temporary	CC	Center for Business, Industry & Labor	*32.46/hour	open until filled
--	----	--	-------------	-------------------

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.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Senior Project Associate II/ Lead Dislocated Worker Navigator	CC	Employment & Training Center	*52,526 minimum	November 13

Requires a Masters degree or equivalent (specify total graduate credit hours earned) and over three years relevant full-time experience preferably in an educational setting working with students to assess their educational and career goals. The selected candidate must have the following: interpersonal, written and verbal skills; ability to function independently and creatively with minimal supervision; ability to prioritize and to organize, high ability to collect data and generate reports, multi-task and to establish and maintain effective working relationships with internal staff and external partners. Experience and knowledge of Microsoft Office Suite is a must.

Provides project management assistance to the Manager of the Employment and Training Center/Project Director. Assists the Project Director in managing the Wal-Mart Brighter Futures grant awarded to the college by the League for Innovation in Community Colleges through the Wal-Mart Foundation. This grant will assist dislocated workers in gaining 21st century job skills through short-term accelerated training programs and job acquisition skills workshops (resume writing, interviewing and job search strategy assistance) at the college. The Lead Navigator will coordinate the many external and internal activities for dislocated workers including the life cycle of admissions, enrollment, training, placement follow-up and retention and facilitate cross-departmental communication and services. The Lead Navigator will also track and monitor the various services of the dislocated workers to generate reports for the Wal-Mart Foundation and the League for Innovation in Community Colleges. The selected individual will supervise the other two Dislocated Worker Navigators. Cosand Center location. Usual hours: 8 a.m.-5 p.m., Monday-Friday.

Project Associate II/ Dislocated Worker Navigator	CC	Center for Business, Industry & Labor	*39,468 minimum	November 13
--	----	--	-----------------	-------------

Assists the Lead Dislocated Worker Navigator in the Wal-Mart Brighter Futures grant awarded to the college by the League for Innovation in Community Colleges through the Wal-Mart Foundation. This grant will assist dislocated workers in gaining 21st century job skills through short-term accelerated training programs and job acquisition skills workshops (resume writing, interviewing and job search strategy assistance) at the college.

Requires a Bachelors degree or equivalent (specify total credit hours earned) and over three years relevant full-time experience preferably working with individuals to assess their educational and career goals. The selected candidate must have the following: interpersonal, written and verbal skills; ability to function independently and creatively with minimal supervision; ability to prioritize and to organize, high ability to collect data and generate reports, multi-task and to establish and maintain effective working relationships with internal staff and external partners. Experience and knowledge of Microsoft Office Suite is a must.

Provides overall case management and career counseling to the many dislocated wanting to enroll in training programs at the college. Reports to the Lead Dislocated Worker in meeting and fulfilling the services outlined in the grant. The Dislocated Worker Navigator must have proven experience in career counseling and mentoring diverse clientele to help them reach their training goals and obtain full-time employment. Provides case management including recruitment, eligibility determination, assessment, referrals, and follow-up. Writes resumes, identifies career paths, assesses individual needs and writes training plans. Conducts group and individual sessions to achieve employment goals. Uses community agencies and works with employers for full-time job placement. Must be proficient in computer applications. Campus location to be determined. Usual hours: 8 a.m.-5 p.m., Monday-Friday.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
-------	-----	------	--------	--

Technical Training Instructor/Training Facilitator I Part-time, temporary	CC	Center for Business, Industry &	*32.46/hour	open until filled
---	----	---------------------------------	-------------	-------------------

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.

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
-------------------------------------	----	------------------	----------------	-------------

(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.

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.

Project Associate I/ Families School Liaison Specialist	HNEC Gear Up	*35,873 minimum	November 6
---	--------------	-----------------	------------

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.

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
--------------------------------	----	----------------	----------------	-------------

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.

Manager, Gateway to College	FV	Gateway to College	*63,435 minimum	November 13
--------------------------------	----	--------------------	-----------------	-------------

Requires a Masters degree and seven years relevant full-time experience. Prefer experienced collaborative individual to direct an existing Gateway to College program. This program (in 2nd year of 3-year grant) with the opportunity for extension, works with students who have not found success in high school and seek to complete their high school diploma in a college setting. This individual will provide leadership, direction, and vision for the program as well as create and foster relationships with community partners. Prefer experience with community-based organizations and government agencies. The successful candidate will demonstrate the ability to manage budgets, grants and personnel in addition to developing curriculum and have secondary/post-secondary classroom teaching experience with disadvantaged youth. Usual hours: 8 a.m.-5 p.m. Begins January 2010.

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.

Senior Project Associate II/ Manager, Center for Visual Technology & Digital Arts and Technology Alliance (DATA)	M	Digital Arts & Technology Alliance	*52,526 minimum	February 15
---	---	---------------------------------------	-----------------	-------------

Requires a Masters degree or equivalent (specify total graduate credit hours earned) and over three years relevant full-time experience. Prefer a Masters degree in visual arts or related discipline, administrative experience, ability to work collaboratively with students, faculty, staff and community, and strong writing and speaking skills. Prefer teaching or professional experience in digital media or related areas of study. An active and growing record of creative work or professional accomplishment is also relevant. Qualified candidates must demonstrate the ability to assume leadership role in planning, coordinating and implementing a college- and community-wide program. Will assume the responsibility for carrying out special projects, issuing reports, budgetary responsibility and building collaborative relationships across the St. Louis Community College district and with local industry, fostering a team approach to designing and implementing interdisciplinary programs. Additional responsibilities of the position include supervision of professional staff, advising responsibilities, needs assessment, strategic planning, marketing, fund raising, curriculum development and facilitating a community/college advisory board. Candidates of diverse cultural backgrounds are encouraged to apply.

The Center for Visual Technology is located in the Art Department but encompasses and connects to programs across the campus and the district. The department is an accredited institutional member of the National Association of Schools of Art and Design and serves 800 art/design majors, offering Associate degrees and Certificates of Proficiency. College application, cover letter, resume photocopies of graduate transcripts (where applicable), three letters of recommendation and 15-20 images of current professional work if applicable. Include a self-addressed, stamped envelope (SASE) if materials are to be returned.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
Project Associate II/ Grants Associate Part-time, temporary	FV	CCAMPIS Grant	*18.19/hour	November 13

Requires a Bachelors degree or equivalent (specify total credit hours earned) and over three years relevant full-time experience. Associate works for the grant administrator in overseeing the distribution of grant funds on the campuses of Florissant Valley, Forest Park and Meramec at the child care centers. Associate works directly with college students in enrollment of children, determining eligibility and ensuring that student parents receive necessary services and/or referrals for continued college enrollment. Is responsible for developing and modifying forms, materials and surveys to ensure the effectiveness of the grant. Coordinates monthly meetings and assists in the preparation of annual reports. Works 20 hours/week on a flexible schedule.

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

Chemistry Instructor/ Assistant Professor	FV	Chemistry/Chemical Technology	49,647 minimum 55,897 minimum	open until filled
--	----	-------------------------------	----------------------------------	-------------------

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).

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).

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).

Title	Loc	Area	Salary	Closing Date
-------	-----	------	--------	--------------

<p>Digital Media and Graphic Design Instructor/ Assistant Professor</p>	M	Art	49,647 minimum 55,897 minimum	January 29
---	---	-----	----------------------------------	------------

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.

<p>English Instructor/ Assistant Professor</p>	FV	English	49,647 minimum 55,897 minimum	November 20
--	----	---------	----------------------------------	-------------

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.

<p>Foreign Language Instructor/ Assistant Professor</p>	M	Foreign Languages	49,647 minimum 55,897 minimum	January 29 or until filled
---	---	-------------------	----------------------------------	-------------------------------

Seeking a candidate qualified **to teach two foreign languages** offered by the college. Requires a Masters degree (or higher) in one foreign language with demonstrated proficiency and ability to teach a second foreign language as well; prefer community college teaching experience. **Successful candidate will teach courses in two of the foreign languages offered on campus (Arabic, Chinese, Italian, French, German, Japanese, Russian, Spanish).** Begins August 2010. Requires letter of interest, college application, resume or curriculum vitae, copy of undergraduate/graduate transcripts and letters of recommendation.

Title	Loc	Area	Salary	Closing Date For Receipt Of Applications
-------	-----	------	--------	--

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
---------------------	----	-----	--	-------------------

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.

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
---	----	-----	--	-------------------

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.

Visit the College's Web Site: www.stlcc.edu

Asterisk (*) = externally-funded

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