



## **Adjunct Faculty Position Available in MS OFFICE 2010 APPLICATIONS at Red Rocks Community College**

### **Job Description**

Teach computer information systems courses in Microsoft Office 2010 and Windows 7 that are part of the PC Applications Specialist program in Computer Technology at Red Rocks Community College ([www.rrcc.edu/cis](http://www.rrcc.edu/cis)).

### **Responsibilities**

Teach day, evening and/or weekend classes.  
Assist with student advising.  
Participate in various college student-centered functions.  
Teach students using traditional and alternative methods of instruction.  
Demonstrate sensitivity to different learning styles.

### **Minimum Qualifications**

Information Technology Post-Secondary Vocational Credential or ability to obtain the credential.  
([http://www.coloradostateplan.com/cred\\_postsecondary\\_forms.htm](http://www.coloradostateplan.com/cred_postsecondary_forms.htm))

### **Preferred Qualifications**

Work Experience in a community college  
Certifications: Microsoft MCAS MOS  
Work Experience in a Computer Information Systems related field.  
Bachelor's Degree in Computer Information Systems or related field with major emphasis in computers from an accredited College/University.

### **Closing Date**

Open until filled

\*Please forward your resume and letter of interest to the Department Chair of Computer Technology, Julie Schneider at [Julie.schneider@rrcc.edu](mailto:Julie.schneider@rrcc.edu)

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303.914.6570. [bill.dial@rrcc.edu](mailto:bill.dial@rrcc.edu).

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College and Arvada campus, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.