

Position Announcement – Red Rocks Community College

**YOU ARE  
WELCOME  
HERE**

Position Title	Faculty – Business - 2 positions (1 limited appointment)
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$47,988 - \$56,112/annual
Starting Pay Rate	Starting salary is commensurate with education and experience. The interim position will start at \$47,988
Anticipated Start Date	January 2022
FLSA Status	Exempt, this position is not eligible for overtime.
Closing Date	11:59 p.m. on Sunday October 3 <sup>rd</sup> 2021
Job Type	<p>One position is a full-time, 164-day academic year appointment that is focused around the 16.5-week Fall semester (August to December) and 16.5-week Spring semesters (January to May). The other position, following the same schedule is a limited appointment for the Spring 2022 semester with the possibility of extension through May of 2023.</p> <p>Opportunities for additional compensation through overload is often available with additional course assignments in the fall and spring semester as well as summer session.</p>
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please <a href="#">click here</a> .
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Online Application	<a href="#">Click Here to Begin Your Application</a>

Red Rocks Community College seeks applications for a full-time faculty position to join our Business Department beginning in the Spring 2022 Semester. In addition, we have an interim position available as well. The limited position is an appointment for the Spring 2022 semester with the possibility of extension through May 2023.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our [Vision and Mission](#), which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose

background and interests align with our commitment to inclusiveness and welcome you to visit the [RRCC Inclusion & Diversity](#) webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

**Summary of Position:**

Perform instruction-related duties, responsibilities, and program direction in the Business department at the College in accordance with the philosophy, policies, and procedures of the Colorado Community College System and Red Rocks Community College. A faculty assignment is comprised of two parts, one being the predominant duties as a teacher, which may include program coordination/development and the other is professional development and service obligations.

**Required Qualifications:**

- A master's degree in Business or related field from a fully accredited institution.
- Possession of a State of Colorado Vocational Credential in Business or the ability to obtain such a credential prior to the second semester of employment.
- Evidence of 6,000+ hours of professional industry experience within the last seven (7) years in one or more of the following a Business-related fields: Entrepreneurship, Business, Business Management, Leadership, Marketing, Organizational Behavior, Organizational Development, Human Resources, Public Policy, Public Administration, Accounting, Finance, Law, or related Business Ownership\License.

**Preferred Qualifications:**

- Community college experience highly desirable.
- Two or more years (full-time equivalent) of teaching experience within the last 5 years at the post-secondary level.
- 10,000+ hours of work experience in business, marketing, management, entrepreneurship, or related field in the last ten (10) years.
- Experience working in diverse settings and supporting the success of individuals from historically marginalized populations.
- Experience with Curriculum development
- Experience with use of classroom technology.
- Online learning management systems experience.
- Experience with student learning assessment at the program level or implementation of data-driven industry assessment.

**Required Knowledge, Skills, Abilities:**

- A strong commitment to effective teaching at the community college and an understanding of its mission, philosophy and role in higher education
- Commitment to equity and inclusion in classroom practices

## **Preferred Knowledge, Skills, Abilities:**

- Understanding of and commitment to incorporation of High-Impact Practices in teaching.
- Demonstrated entrepreneurial mindset
- Community engagement experience and willingness to participate in partnership creation

## **Description of Position:**

### **Instruction**

Teach day, evening, weekend, and/or distance courses in accordance with approved course of study or outline utilizing traditional and alternative methods of instruction (including computer-aided, online, distance learning, self-paced, interdisciplinary, etc.) where appropriate.

Instruction duties and responsibilities center on teaching excellence, which can include:

- robust instructional content and active student engagement that empowers learners to think critically and achieve academic, professional, and personal goals;
- meaningful assessment and timely feedback related to student progress in achieving learning outcomes;
- continuous improvement of teaching and learning through evidence-based practices, reflection, innovation, and collaboration; and other College priorities.

### **Service**

Service includes fulfilling the mission and goals of the College outside of the classroom. These may include, but are not limited to:

- departmental service, including curriculum coordination and development;
- committee work at a campus-level, college, or System-wide level;
- sponsoring and participating in student activities;
- community service events related to the College and tied to personal professional goals and job responsibilities.
- serving as the College representative on a local board or commission, serving as a liaison to local schools, or serving as an elected or appointed member of local boards as a representative of the College.

Professional development activities are a part of service. Activities include:

- continuous improvement in teaching
- best practices in higher education as related to College initiatives,
- maintaining expertise in the field
- personal enrichment in higher education structure or leadership.

## **How to Apply:**

Complete applications must be received by 11:59 p.m. on Sunday October 3<sup>rd</sup> 2021. To apply for this position, [click here to begin your application](#), including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A curriculum vitae or resume.
3. Transcripts (unofficial) of undergraduate and graduate level course work.
4. A statement detailing how your teaching, service and/or work experience has supported the success of students from racial, ethnic, and gender backgrounds that are underrepresented in their field and the College; applicants who have not yet had the opportunity for such experience should note how their work will further Red Rocks Community College's commitment to diversity, equity and inclusion.
5. A statement of teaching philosophy (limited to one page)

Additional upload sections are available in the application to include **optional** attachments.

## **Please note the following prior to beginning your application:**

1. Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
2. As a part of the application process, provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
3. You will be required to attach a cover letter, cv/resume, copy of undergraduate transcripts, copy of graduate transcripts, diversity statement, and teaching philosophy statement prior to submitting your application. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
4. Once you submit your application, you will no longer have an opportunity to review or make changes.
5. You will receive a confirmation email once your application is received.

## **Benefits:**

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please [click here](#).

## **The Assessment Process:**

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. The committee will review all applications received by the closing deadline listed on this announcement to determine if applicants meet required qualifications. The committee will complete a secondary review of applications that meet required qualifications to determine applicants that align more closely with the listed qualifications. The top applicants from this assessment process receive an invite for the first round of committee interviews.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

**Transcripts Required:**

An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

**Necessary Special Requirements:**

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

**Important Notes:**

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/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). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300

West Sixth Avenue, Lakewood, CO 80228, phone 303.914.6298, email [arnie.oudenhoven@rrcc.edu](mailto:arnie.oudenhoven@rrcc.edu) or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228, phone 303.914.6224, email [deborah.houser@rrcc.edu](mailto:deborah.houser@rrcc.edu).

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417. Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.