

Position Announcement – Red Rocks Community College

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Position Title	Faculty – Communication
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$47,988 - \$56,112/annual* (*Subject to any increase in the faculty salary initial placement schedule for the 2020 – 21 academic year)
Starting Pay Rate	Starting salary is commensurate with education and experience.
Anticipated Start Date	August 2020
FLSA Status	Exempt, this position is not eligible for overtime.
Closing Date	Sunday February 23, 2020
Job Type	This is a full-time, 164 day appointment (82 days in the Fall Semester and 82 days in the Spring Semester)
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 .
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Online Application	Click Here to Begin Your Application

Red Rocks Community College seeks applications for a full-time faculty positions to join our Communication Department beginning in the Fall 2020 Semester.

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.

Department Information & Mission:

The mission of the RRCC Communication department is to provide students with greater competence in human communication interactions and to create awareness about the importance of adapting these skills to diverse audiences. We strive to provide students with an education that instills critical thinking, written and oral communication skills, and encourages global awareness.

Summary of Position:

Perform instruction-related duties, responsibilities, and program direction 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 at least one-half 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 with 18 graduate hours* in Communication from an academic institution accredited by an agency that is recognized by the United States Department of Education (USDE) or Council for Higher Education Accreditation (CHEA)
- Fifteen (15) semester credit hours teaching experience at the college level.
- Experience in at least one of the following: curriculum development, supervision, instruction, evaluation, and academic advising.

Preferred Qualifications:

- Three years in teaching and academic leadership role in a community college or similar academic setting.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.
- Experience with a wide range of students at the community college level or in a comparable setting.
- Experience in program and curriculum development
- Experience teaching with technology, in alternative formats.

Required Knowledge, Skills, Abilities:

- Ability to work, interact and develop meaningful relations with diverse students, employees and community members. (Culturally competent).
- Demonstrated ability to teach students using traditional and alternative methods of instruction.
- Demonstrated ability to integrate technology into the classroom where appropriate.
- Commitment to effective teaching and a learner-centered philosophy.

Description of Position:

Teaching:

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, on-line, distance learning, self-paced, interdisciplinary, etc.) where appropriate.

- Coordinate class structure and organization, prepare course materials, demonstrate and maintain currency in the discipline and in teaching methodology, present instructional material effectively.
- Maintain professional and courteous interaction with students and employees, and demonstrate sensitivity to different learning styles.
- Hold regular office hours, encourage student engagement and student achievement, utilize assessment data to facilitate student learning.
- Document teaching and curriculum changes based on assessment results, incorporate course, program, and college student learning outcomes into teaching, utilize student retention strategies, and integrate technology into course work as appropriate to the discipline.
- Assist with program and plan development and maintenance, coordinate instructional programs as assigned.
- Review, coordinate, and recommend textbooks and/or class materials. Comply with college procedures pertaining to grading and record keeping.
- Assist in maintaining inventory control of equipment, tools, and supplies required for classes, and in requesting repair and/or replacement for the equipment according to division regulations.

Service:

Service includes fulfilling the mission and goals of the college outside of the classroom. Components may include but are not limited to:

- Departmental service, including curriculum coordination, management and development, review, updating, revision and evaluation in relation to community needs and recommending changes as appropriate.
- Assisting with or assuming department chair duties.
- Conducting advising and outreach activities; assisting with concurrent enrollment; undertaking administrative assignments and committee work.
- Attending departmental meetings and, when appropriate planning and attending advisory meetings.
- Participating in system, college-wide and campus committee work including assisting in recruiting and interviewing potential full-time faculty and part-time instructors.

- Sponsoring and participating in student activities; and attending college activities and events.
- Serve as the college representative on agency advisory boards; make community and/or professional presentations and serve as a liaison to local schools. Conduct classroom observations and oversight for affiliation sites and concurrent enrollment sites.
- Perform administrative tasks to maintain program excellence including but not limited to, evaluating graduation applications and prior learning assessment applications, assist in scheduling class offerings for each semester, maintain course sequence plans for each degree and certificate offered, college catalog review and revision as requested.
- Conduct classroom observations and provide performance feedback for part-time faculty.
- Develop and communicate program policies and procedures to staff and students. Assure the integrity of the established standards and procedures.
- Provide academic and behavioral advising to students to facilitate successful outcomes.
- Oversee curriculum delivery via proper scheduling and staffing of courses, managing textbook/lab supplies, and licensing/maintenance of equipment.

Additional activities may include but are not limited to: Serving as the college representative on a local board or commission; and serving as an elected or appointed member of local boards. Participation in various college, system, and/or professional activities intended to develop the faculty member and enhance his/her ability to teach effectively and contribute to the mission and goals of the department and institution.

How to Apply:

Complete applications must be received by 11:59 p.m. on Sunday February 23, 2020. 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 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 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.

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.