



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

personnel@martincc.edu

www.martincc.edu/employmentopportunities

### An Equal Opportunity Employer

*Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*

## Position Vacancy Announcement: Adjunct Instructor, Manicuring/Nail Technology (Days)

<b>Position:</b>	<b>Adjunct Instructor, Manicuring/Nail Technology (Days)</b>
<b>Job Summary:</b>	<b>Position available Fall 2021.</b> Teaches assigned day, evening, and/or online courses in Cosmetology. Reports to the Business, Technology, and Cosmetology Division Chair. Job duties include organizing a semester course following state and institutional guidelines, creating course materials (tests, handouts, lectures, slides, assignments, rubrics, models, activities, group work), determining a fair grading system, setting up materials in Moodle (gradebook, tests, lectures), setting up policies compliant with departmental and school regulations, holding student conferences as needed, and creating lesson plans. Teaching responsibilities require a variety of pedagogical methods including didactic instruction, demonstration, observation and evaluation of laboratory performance, etc. Responsibilities also include record keeping, monitoring and ensuring compliance with state regulations. Responsibilities also include inventory control and management. The instructor will keep attendance using College provided Attendance Sheets, complete FTE and progress reports as required, correspond with students and supervisors through email in a timely manner, submit grade and attendance reports as required, work with students registered with Disabilities Services, and be accessible to supervisors by email and phone. The instructor will complete all compulsory training in regard to FERPA, Title IX, and Campus Safety as well as attend on campus professional development and participate in campus committees as assigned. Instructors should be able to deal with student issues professionally and report unresolved issues or classroom incidents to their supervisors. Instructors must adhere to all division and campus policies and procedures.
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• A valid license as an NC Cosmetology/Manicuring Teacher required</li><li>• Ability to learn how to use Moodle LMS preferred</li><li>• At least five years of successful experience as a manicurist/nail technician preferred</li><li>• Ability to teach high school students taking college classes required</li><li>• Understanding of NC Cosmetic Art Rules and Regulations</li><li>• Experience with manicures and pedicures in all nail services.</li><li>• Up-to-date with current trends, research, and development in the field of nail technology.</li><li>• Knowledge and understanding of the pertinent federal, state, and local laws, codes, and regulations of safe work practices and procedures.</li></ul>
<b>Anticipated Hiring Range:</b>	Salary will be determined by candidate's education and experience related to higher education
<b>Additional Information:</b>	Williamston, NC Campus; Monday – Friday 9:30am – 11:30am
<b>Benefits:</b>	NONE
<b>FLSA Status:</b>	Non-Exempt (Hourly)
<b>Application Deadline:</b>	Open until filled; classes available to teach beginning August 16, 2021

### SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/jobs>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: [humanresources@martincc.edu](mailto:humanresources@martincc.edu) with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892