



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

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EMPLOYMENT OPPORTUNITY

Title: Biology Instructor

Job ID: 232422701003

Start Date: Fall 2024

Campus: Eagle Pass

Closing Date: Until Filled

Job Duties: Primary duties include teaching freshman and sophomore level courses in Biology (Science Major, Non-Science Major, Anatomy and Physiology, e.g.), and other related courses; recruiting and advising students, serving on division and college committees. Responsible for developing and updating curriculum/syllabi, textbook/equipment selection, and instructional materials. Experience in teaching/advising/mentoring low income, first generation, educationally disadvantaged and at-risk students. Work rules, code of conduct and other policies are essential functions of the job. Ability to communicate effectively with students and college personnel. Teach day and/or evening classes. Travel to teach at other SWTJC sites may be required.

Salary: Commensurate with education and teaching experience based on salary schedule. Nine-month, non-tenure track, faculty position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Master's degree required, with a major in Biology preferred. Master's degree in another discipline with a minimum of eighteen (18) graduate semester hours in Biology acceptable.

Experience & Training: At least two years' college teaching experience in the discipline preferred.

Additional Qualification Requirements: Must be self-directed, well organized, task-oriented, and flexible, with the ability to work independently and in a group environment. Demonstrate experience having worked effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally, in writing, and in public presentation settings. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other locations served by the college.

SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution