

SOUTHWEST TEXAS JUNIOR COLLEGE

**2401 GARNER FIELD ROAD
UVALDE, TEXAS 78801-6297
(830) 591-7330, OFFICE; 830-591-7340 FAX
APPLICATION; WWW.SWTJC.EDU**

POSITION VACANCY NOTICE

Position: EMS Program Instructor

Job # 171809706001

Location: Uvalde, Texas

Closing Date: 01/05/2018 **Starting Date:** Spring 2018

Description of Job Duties: Requires teaching for Level 1 Certificate – EMT Basic program at SWTJC. Teach EMT courses; may include day/evening classes and weekends as necessary. Teaching duties may include dual credit high school students. Planning, organizing and teaching all aspects of EMS industry. Participation in program planning, development and evaluation. Developing syllabi and course outlines, acquiring teaching aids/resources. Assisting in registration, recruitment and follow-up with businesses and students. Maintaining contact with area EMS agencies, for the purpose of securing agreements in order to establish student internship and/or cooperative assignments. Maintaining and reporting student records. Utilizing modern/effective methods to create/maintain successful and a productive teaching/learning environment. Following work rules, code of conduct and other policies are part of the essential functions of the job. Communicate effectively with business/industry partners, students and college personnel. Travel may be required. Work hours may vary from traditional daytime schedule. Perform other duties and responsibilities as assigned. Participate and serve on division and college committees. Assist in hosting of advisory committee meetings. Follow SWTJC work rules, code of conduct and other policies that are part of the essential functions of the job.

Salary: Allied Health salary schedule. Commensurate with education and experience.

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

QUALIFICATION REQUIREMENTS

Education: Associates degree or above; Current Texas issued Paramedic Certification and in good standing with DSHS; Current EMS Instructor Certification

Experience & Training: Minimum 3 years Paramedic work experience; Bilingual (English/Spanish) preferred.

Additional Qualification Requirements: Ability and skill to manage a high volume of work. Must enjoy meeting the public and assisting students. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the physical and drug screen specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other geographic locations served by the college.

Submit Application To: Human Resource Coordinator (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) a cover letter, 2) SWTJC application form, 3) resume, and 4) copy of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

NOTICE TO APPLICANTS

With respect to the employment and promotion of both 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