



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

Phone: (830) 591-7330 | Fax: (830) 591-7340

swtjc.edu | human.resources@swtjc.edu

EMPLOYMENT OPPORTUNITY

Title: Full-time Government/Political Science Instructor **Job ID:** 212237710103

Campus: Variable

Closing Date: July 31, 2022, or Until Filled

Job Duties: Teach U.S. and/or Texas Government courses. Minimum of fifteen (15) contact hours per week (Five three-hour courses). Teaching modalities include in-person face-to-face, Virtual, and Online. Contribute to Departmental development of courses, syllabi, course materials and Unit Action Plan; Serve on college committees. Perform other duties assigned by Division Chair or Dean of Liberal Arts & Adult Education. Work rules, code of conduct and other policies are part of the essential functions of the job. Possess ability to communicate effectively with students and college personnel.

Salary: Commensurate with education and experience based on salary schedule. Nine-month, non-tenure track 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. Degree must be in the discipline (Government or Political Science), or the candidate must have earned at least 18 graduate semester hours in Government/Political Science in addition to the Master's degree in another discipline.

Experience & Training: Prior teaching experience in a two-year community college preferred. Experience in working with diverse populations preferred. Experience providing college courses to High School students for dual credit preferred. Bilingual (English/Spanish) preferred.

Additional Qualification Requirements: Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the reference and background check specified for the position. Travel may be required to various locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.

SUBMIT APPLICATION TO:

Human Resources Coordinator, 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