Paris Junior College
Announcement of Vacancy

Instructor of Economics
March 29, 2021

Responsibilities: The responsibilities of this position are to instruct courses in economics. Other responsibilities include, but are not limited to, development of distance learning courses, student recruitment, student advisement, participation in divisional activities, maintenance of appropriate office hours, participation in college activities, participation in committee assignments, participation in quality assurance/institutional effectiveness goals, participation in professional development, and overall support of college programs. This position may include some evening, off-campus, online, hybrid, and summer overload teaching assignments.

Qualifications: Applicant must have a Master's degree in economics or a Master's degree with at least 18 graduate hours in economics. Prior community college teaching experience and distance learning experience is preferred.

Salary: The salary for this position is based upon education and experience on the Paris Junior College Faculty Salary Schedule.

Fringe Benefits: This position covers health insurance at 100% for employee. Additional optional coverages includes dental, vision, AD&D, life insurance, and long- and short-term disability. Other benefits include retirement under the Teacher Retirement System of Texas or Optional Retirement Program, accrued sick leave, paid holidays, and an employee reimbursement/dependent scholarship program. Health benefits require a 60-day employment period.

Application Procedures: Nominations and applications will be accepted until the position is filled; however, the search committee will begin reviewing applications on April 14, 2021. Candidates cannot be guaranteed full consideration if materials are received after that date. A Paris Junior College *Application for Employment,* cover letter, resume, statement of educational philosophy, copy of official transcripts, and a list of references are required. This position is security-sensitive and may require a post-hire Disclosure Regarding Background Investigation on the successful candidate. To download the PJC *Application for Employment and Disclosure Regarding Background Investigation Authorization*, please visit our web site at www.parisjc.edu/employment. Submit completed forms and all other information to humanresources@parisjc.edu or mail to Human Resources Office, Paris Junior College, 2400 Clarksville Street, Paris, TX 75460. EOE. Candidates may be asked to present a 20-minute teaching demonstration.

Note:

- *Applicants must complete the Disclosure Regarding Background Investigation and the Acknowledgment and Authorization for Background Check forms along with the application. Please print The Summary of Your Rights Under the FCRA document for your records. A background check is not completed until after an offer of employment is extended.*
- *The form opens automatically in the browser with Safari and Chrome; it will download automatically in Firefox. While it is possible to fill the form out in your browser window, some browsers will not automatically save the information when downloaded. Please download the form and open it in Adobe Acrobat, fill out and save, then attach the saved form to an email to humanresources@parisjc.edu.*

Paris Junior College is an affirmative action and equal employment opportunity institution and does not discriminate on the basis of sex, disability, race, creed or religion, color, age, national origin, veteran status, or any other protected group status. Applicants requiring accommodations for the application or interview process should contact the Human Resources Office.