

LENOIR COMMUNITY COLLEGE  
PERSONNEL REQUEST FORM

Title of Position Requested: **Communications Instructor**

New Position  Replacement for: **Jill Hernandez**

Period of Employment: **From January 2014 through May 2014**

Status:  Full Time  Part Time—if prorated part-time, what percentage? \_\_\_\_\_

Temporary— If temporary, how long? \_\_\_\_\_

**Job Description:**

- A. **Job Functions/Duties/Responsibilities- (Identify job title only and attach copy of written job description including the essential function of the job. Make sure the physical demands of the position are included, if applicable.)**

**Communications Instructor**

- B. **Education/Skills/Experience required**

**Master's degree in Communications, Speech, Communications Studies or a Master's degree and 18 graduate semester hours in Communications**

- C. **Professional and/or vocational preparation requirements**

- D. **Professional and/or vocational experience requirements**

- E. **Special qualities required**

- F. **Special skills (Specify speed or other specific measures)**

Requested by: *Evelyn E. Kelly*  
*Dean*

Date 10-8-13

Demand Level: \_\_\_\_\_ Salary Range \_\_\_\_\_

Hours: 20 week

Budget Source: \_\_\_\_\_

Account Code(s) \_\_\_\_\_

Approved: *Deborah Grimes*  
*Vice President of Academic and Student Services*

Date 10-14-13 12-3-13

Cleared by: *Deborah Sutton*  
*Vice President of Administrative Services*

Date 10-24-13 12/3/13

Approved: *[Signature]*  
*President*

Date 10/24/13 12/3/13

Received in Human Resources Office: *Josh Job*  
*Human Resources Coordinator*

Date 12/3/13

**POSITION ANNOUNCEMENT**  
**LENOIR COMMUNITY COLLEGE, KINSTON, NC 28502-0188**  
**(PLEASE POST AND/OR CIRCULATE)**

**POSITION:** Communications Instructor

**EFFECTIVE DATE OF EMPLOYMENT:** January 2, 2014 or soon thereafter

**FIRST REVIEW OF APPLICATIONS:** December 16, 2013

**DUTIES:** The primary responsibility is to teach and evaluate communication classes. The candidate will teach students to research, prepare, deliver and evaluate informative, persuasive, and special-occasion public speeches. The candidate will plan, evaluate and revise curricula, course content, course materials, and methods of instruction; maintain student attendance records, grades, and other required records; hold regularly scheduled office hours to advise and assist students; and serve on academic and administrative committees.

**QUALIFICATIONS:** Applicants must have a Master's Degree in Communication, Speech, Communication Studies, or a Master's Degree and eighteen graduate semester hours in Communications (courses designated as graduate-level COM). Preference will be given to applicants with experience teaching Communications at the college level. Applicants must possess current technology and computer skills related to teaching Communications along with a willingness to pursue future technological developments. Special consideration will be given to candidates who have experience in Moodle. Interested applicants must possess the ability to interact with a diverse student population. Excellent oral and written communication skills are required.

**SCHEDULE:** The successful candidate will need to be available for day, evening, weekend, and Internet classes. Additionally, faculty members need to be available for academic advising and registration duties.

**SALARY RANGE:** Salary based on college's salary plan.

**APPLICATION INSTRUCTIONS:**

1. Application and instructions may be downloaded from our website at [www.lenoircc.edu](http://www.lenoircc.edu)
2. Submit all requested information to:  
Ebony Broddy, Human Resources Staff Assistant  
Lenoir Community College  
PO Box 188  
Kinston, NC 28502-0188  
E-Mail: [enbroddy73@lenoircc.edu](mailto:enbroddy73@lenoircc.edu)  
Phone: (252) 527-6223 ext. 390  
Fax: (252) 233-6879
3. Application will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.

LENOIR COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER