

PART TIME FACULTY POSITIONS BUSINESS, PUBLIC SERVICES & SOCIAL SCIENCE DIVISION

Share your expertise. Enrich lives. **THOMAS NELSON COMMUNITY COLLEGE** seeks enthusiastic, qualified individuals to teach day and/or evening classes. Applications are being accepted for part-time faculty positions at the Hampton, Southeast Center and Historic Triangle campus locations.

ADMINISTRATIVE SUPPORT TECHNOLOGY

JOB DESCRIPTION:

Administrative Support Technology Adjuncts needed for day and evening courses in Keyboarding, Editing and Proofreading, Records and Database Management, Desktop Publishing, Medical Coding and Billing, Microsoft Office, Office Technology, and Office Administration. Positions are available at the Hampton Campus.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in business, business education, information technology, or related field.

PREFERRED QUALIFICATIONS:

Administrative office experience, teaching experience, and/or online instruction experience. If available to teach during daytime hours, make certain to note this on your application.

Application Process:

You will need to submit an online application for this position by visiting the following web site: <http://jobs.agencies.virginia.gov>. We will only accept applications through this site. Complete application packages will include: an online application, copies of all college transcripts, cover letter, resume, names of three professional references with current addresses and telephone numbers. **Incomplete application packages will not be accepted. These positions will remain open until filled.** Faxed or e-mail applications will not be accepted. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment. **AA/EOE/ADA**