

## Computer Office Technology Part-Time Faculty Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=239773>

Downloaded On: Jul. 17, 2024 5:35pm

Posted Jul. 17, 2024, set to expire Nov. 10, 2024

<b>Job Title</b>	Computer Office Technology Part-Time Faculty
<b>Department</b>	EPIC
<b>Institution</b>	Truckee Meadows Community College Reno, Nevada
<b>Date Posted</b>	Jul. 17, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Core Faculty Lecturer/Instructor Faculty Associate
<b>Academic Field(s)</b>	Sciences - Computer Science
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5430654">https://apptrkr.com/5430654</a>

**Apply By Email**

**Job Description**

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### Computer Office Technology Part-Time Faculty

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

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We want you! Truckee Meadows Community College (TMCC) is recruiting Part-Time Faculty to teach courses in computer office technology for the Department of EPIC. The college welcomes qualified applicants from all backgrounds for temporary Part-Time Faculty teaching assignments. We seek a diverse pool of candidates to teach in-person, online, or hybrid courses when PT Faculty vacancies occur. Applications are always welcome, and qualified candidates are contacted when teaching opportunities become available.

Part-Time Faculty are an essential part of TMCC operations and they continually make a positive impact on our students' lives. Under the supervision of the Department Chair, Part-Time Faculty teach course content; assess student learning; stay current in their teaching field; actively refer students to supportive college resources; complete professional development; use current technology; and maintain appropriate standards of ethics and professional conduct.

Part-Time Faculty in the Department of EPIC teach a variety of courses, based on staffing and program needs. Some examples include:

- Executive Office Procedures
- Office Publications
- Business Applications on the Internet

To learn more about this program and its courses, visit our [Catalog](#).

### **Salary**

At TMCC, Part-Time Faculty are paid \$1,010 per credit to teach 100- and 200-level courses, and \$1,100 per credit to teach 300- and 400-level courses.

### **Minimum Qualifications**

1. Master's degree in Computer Information Systems or closely related field from an accredited institution.

The desire to work in a diverse academic environment with students, faculty, and staff from many different backgrounds.

### **New to teaching?**

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We can help! Our Departments strive to connect available courses with instructors' unique expertise, and can often provide teaching materials. We also host an annual Orientation for Part-Time Faculty, as well as professional development workshops on teaching. We value instructors of all backgrounds, from working professionals to retirees. Come help us to teach and train tomorrow's graduates!

### Benefits

Part-Time Faculty can attend a paid Orientation, receive paid professional development training, receive tuition reimbursement through Grant-in-Aid, and receive longevity payments based on years of service. Part-time Faculty are not eligible for health benefits unless they meet specific workload requirements per semester. Those who meet the eligibility criteria can access a comprehensive and competitive benefits package.

### About TMCC

We are Northern Nevada's premier jobs college, and we partner with employers across our region to keep our programs on the cutting edge. We offer over 60 short-term certificates and many degree programs, including Associate of Arts, Associate of Science, Associate of Applied Science, Bachelor of Science, Bachelor of Architecture, and Bachelor of Applied Science degrees. TMCC serves approximately 10,000 learners who take classes at our four Reno locations: the Dandini campus, the Redfield campus, the Meadowood campus, and the Edison campus. TMCC is proud to be a designated Hispanic-Serving Institution (HSI) and a Minority Serving Institution (MSI).

### Our Values

TMCC is committed to:

- Student access and success
- Excellence in teaching and learning
- Evidence of student progress through [assessment of student learning](#)
- Nurturing a climate of innovative and creative thought
- Collaborative decision making
- Embracing diversity and inclusion
- Environmental sustainability and a healthy college community
- Responsible and sustainable use of resources
- Ethical practices and integrity
- Respect, compassion, and equality for all persons
- Community development through partnerships and services

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- Fostering responsible participation in a democratic society

### Conditions of Employment

This is an on-going pool of qualified individuals interested in part-time, temporary non-tenure track instructional opportunities at Truckee Meadows Community College. These opportunities are part-time only and will not be continued beyond the ending date. These opportunities may be terminated at will, at any time, for any reason, without notice; the appointee has no appeal rights. Temporary assignments are not eligible for consideration for tenure as part of the assignment.

### Exempt

Yes

### Full-Time Equivalent

0.0%

### Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

2) Cover Letter

3) Contact Information for Three Supervisory References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

4) Copy of Unofficial Transcript

### Posting Close Date

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06/30/2025

### Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Computer-Office-Technology-Part-Time-Faculty\\_R0141307](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Computer-Office-Technology-Part-Time-Faculty_R0141307)**

*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and*

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*learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Truckee Meadows Community College

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