

Senior Seminar Instructor Part-Time (non-credit) (Adjunct  
Faculty Pool)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=256733>

Downloaded On: May. 8, 2025 9:27pm

Posted May 8, 2025, set to expire Sep. 5, 2025

**Job Title** Senior Seminar Instructor Part-Time (non-credit) (Adjunct  
Faculty Pool)

**Department** All Jobs

**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** May 8, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Adjunct Professor

**Academic Field(s)** Education  
Administration - Other

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**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: Senior Seminar Instructor Part-Time (non-credit) (Adjunct Faculty Pool)

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Requisition Number: FAC00516

### General Description

TRIO Upward Bound is a federally funded program that aims to increase college enrollment and graduation rates for high school students from low-income households, where neither parent has earned a bachelor's degree, or for students at a high academic risk of failure. The program is funded by the United States Department of Education (Title IV of the Higher Education Act of 1965).

The Senior Seminar instructor will guide rising 12th grade TRIO Upward Bound students through the college application process, helping them research colleges, write personal statements, develop resumes, and create an organizational system for managing application tasks. The instructor will provide individualized support, ensure students meet deadlines, and prepare them for post-secondary education success.

The class will be held at the main campus of the Community College of Philadelphia Mondays, Tuesdays and Wednesdays beginning Monday, June 23, 2025, ending Wednesday, July 23, 2025. There is one section of the class, 2 hours long, with approximately 15 students. Class begins at 1:15pm and ends at 3:15pm p.m. The position is 2 hours per day x 14 teaching days. Course hours may change at the discretion of the course needs, however the hours described above are currently the prescribed hours. All candidates must have child abuse clearances, FBI fingerprinting, PA State Criminal Background Checks and have completed the Child Abuse Recognition and Reporter Training within the past 5 years or renew certifications/course completion prior to start date.

Interested applicants should submit a cover letter, resume and two references.

\*Applicant credentials will be kept on file until the end of the 2025-2026 academic year.

### College Intro

*Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.*

*Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding*

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*student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.*

### **Specific Responsibilities**

- Create and teach lessons focused on researching colleges, completing personal statements, developing resumes, and understanding financial aid processes.
- Provide students with tools and strategies to research colleges, assess selection criteria, and develop a list of 10 target colleges for application.
- Assist students in drafting, revising, and finalizing their personal statements for college applications.
- Teach students how to create, format, and customize resumes that highlight their experiences and achievements relevant to college applications.
- Introduce students to the financial aid process, including scholarships, grants, and federal student aid (FAFSA), and provide resources for seeking financial support.
- Help students develop an effective organizational system to track and manage college application tasks, deadlines, and materials.
- Offer one-on-one support to students, providing personalized advice on their college application journey and ensuring they meet deadlines.
- Track student progress throughout the course, ensuring completion of all required tasks such as personal statements, resumes, and college application plans.
- Foster a positive and motivating learning atmosphere, encouraging students to stay on track and be proactive about their college application process.
- Work closely with Upward Bound administrators and mentors to ensure the seminar aligns with program goals and meets the needs of the students.
- Offer constructive feedback on students' work, helping them refine and improve their application materials.
- Maintain records of student progress and participation in the seminar and report outcomes as required by the Upward Bound program.
- Ensure students leave with a clear plan and the tools they need to continue completing their applications after the seminar is over.

### **Minimum Qualifications**

- Associate's degree or have earned at least 60 college credits required.
- Experience guiding students through the college application process required.

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- Experience working with high school students from low-income households where neither parent has a bachelor's degree required.

**Preferred Qualifications**

- Demonstrated experience teaching diverse student populations and addressing equity gaps preferred.
- Bilingual or other language proficiency preferred.

Work Location: Main Campus

**Benefits Summary**

**Benefits:**

*"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

**Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

**Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: Adjunct Faculty

Job Posting Open Date: 05/06/2025

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Position Type: Faculty

Employment Status: Part-Time

**Special Instructions to Applicants**

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?

- CareerBuilder.com
- HigherEdJobs.com
- LinkedIn
- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

2. If your answer to the above question is Other, please note the source below. If this question does

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not apply to you, enter N/A.

(Open Ended Question)

3. \* Do you have an associate's degree or earned at least 60 college credits?
  - ☐ Yes
  - ☐ No
4. \* Do you have experience guiding students through the college application process?
  - ☐ Yes
  - ☐ No
5. \* Do you have experience working with high school students from low-income households where neither parent has a bachelor's degree?
  - ☐ Yes
  - ☐ No
6. \* Do you have experience teaching diverse student populations and addressing equity gaps?
  - ☐ Yes
  - ☐ No
7. \* Are you bilingual?
  - ☐ Yes
  - ☐ No

## Documents Needed to Apply

### Required Documents

1. Resume
2. Curriculum Vitae
3. References

### Optional Documents

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**Contact Information**

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

**Contact** Abby Ametrano Aametrano@ccp.edu  
All Jobs  
Community College of Philadelphia

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