WYTHEVILLE COMMUNITY COLLEGE

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Employment Opportunities & Information

Employment Opportunities

Thank you for your interest in employment with Wytheville Community College (WCC).

WCC is located in Wytheville in the southwestern region of Virginia, in the Appalachians, and at the intersection of two major interstates, I-77 and I-81(directions to the college). WCC is located about one hour from Blacksburg, VA, home of Virginia Tech.

Below is a list of WCC?s current openings. Enter the *VirginiaJobs* website directly at https://virginiajobs.peopleadmin.com to see the list of openings. This website will open in a separate web-browser window from the WCC website. We encourage only one web-browser window be open at a time while connected to the online database.

Current Openings

Administrative Faculty Openings (1)

Coordinator, Senior Project Manager, Manufacturing Technology Center

Full-Time Teaching Faculty Openings (0)

Full-Time Support Staff Openings (0)

Part-Time Support Staff Openings (1)

College Success Coach-Summit

Adjunct Faculty Openings (6)

Licensed Practical Nursing Program Clinical Instructor

Engineering

Information Systems Technology

Welding

Faculty Diversity Initiative

The Chancellor?s Faculty Diversity Initiative (CFDI) is designed to extend our recruitment efforts to applicants who have traditionally not been candidates for employment within the VCCS. Our goal is to build a more robust recruiting pool from which to select the best part-time faculty.

The program is open to everyone regardless of background. The goal is to have an applicant pool that reflects the richness and diversity of Virginia. There are two parts to the CFDI: the *Minority Professional Teaching Fellows* and the *Graduate Student Teaching Fellows.*For applicants, the two programs are essentially the same. The only differences are who is eligible for each program and how we go about recruiting and identifying applicants for the programs.

Anyone who has earned a master?s degree is eligible to apply for the *Minority Professional Teaching Fellows* program. Individuals who have not yet earned a graduate degree, but are currently enrolled in a graduate degree program can apply for the *Graduate Student Teaching Fellows* program if they have at least 18 hours of coursework in the subject area in which the student will teach. Fellows in the *Graduate Student Teaching* program are assigned a mentor until they have earned a master?s degree.

Please note that this is a hiring pool, and a specific, open position may not be available at the time of your submission. Make sure to read the Must Read Articles and Frequently Asked Questions sections below for further information about the specific programs or how to become a mentor. To find out more go to http://www.vccs.edu/careers/faculty-diversity-initiative/.

Interested Applicants in the Minority Professional Teaching Fellows or Graduate Student Teaching Fellows programs should go to http://courses.vccs.edu prior to applying to research the courses in which they are qualified to teach and note them in their application materials.

Application Steps

Making an application for a job at Wytheville Community College is as simple as 1 - 2 - 3!

1.
   Search for open positions at WCC by viewing our Employment Opportunities/ Information page.

2.
   Click **View** under the job title of the position(s) to read and print the details of each posting.

3.
   To **Apply** for a specific position, select the "*APPLY FOR THIS POSTING*" button. This will initiate the on-line application process.

It is important that all documents needed to complete the application process be ready and available before starting and that as you complete the application that you continually "SAVE" your information. To protect the security of your data, the system will log you out if it detects no activity for 30 minutes. This will cause all unsaved information to be lost.

We suggest that you have the following information readily accessible prior to starting your application on-line:

- **Employment History -** Name, address and telephone numbers of your present and previous employer(s) including immediate supervisor's contact information. Additionally, a list of the duties and responsibilities of each position you held.

- **Educational Background -** Name and address of all educational institutions you attended.

- **References -** Names, addresses and telephone numbers of at least three references.

- **Electronic copies of any documents (such as resume, cover letter and transcripts) you wish to attach to your application.**

On-line applications and supporting documentation are stored on a secured site. Only authorized employees and hiring authorities have access to the information submitted.

In compliance with the Americans with Disabilities Act Amendments Act (ADAA), Wytheville Community College will provide, if requested, reasonable accommodation to applicants in need of access to the application, interviewing and selection process(es).

All applications and supporting documentation required for the posted full-time position must be received by 5:00 PM on the closing date to be considered for the position. No late submission of documents will be accepted and considered.

For additional information, or to request assistance, please call 276-223-4700 or email the Human Resources Office at lcox@wcc.vccs.edu

The Patriot Pledge

We believe Veterans, to include serving Guardsmen and Reservists, do and will continue to play an essential role in building a competent and successful workforce, and many will be the future leaders of our business. We are excited to do our part in the Commonwealth of Virginia to invest in our workforce with Veterans, thereby energizing Virginia?s economy, and being an example of how Virginia Values Veterans.

Diversity & Equal Employment Opportunity Policy Statement

WYTHEVILLE COMMUNITY COLLEGE is dedicated to the belief that every individual should be provided the continuing opportunity to increase his/her awareness of his/her role and responsibility in society.

By virtue of this philosophy, the College does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, gender identity, genetics, political affiliation, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The College complies with Title VII of the Civil Rights Act of 1964 as amended, Title 29 Labor, Chapter XIV Equal Employment Opportunity Commission, Part 1608, the Civil Rights Act of 1991, and other applicable federal and state laws. The College also complies with the uniformed Services Employment & Re-employment Rights Act. Further, the College is committed to complying with the Governor?s Executive Order Number One (2014) as declared by Governor Terence R. McAuliffe.

This policy shall be followed for recruitment, selection, promotion, transfer, demotion, role changes, compensation, benefits, layoff, training programs, accessibility and job accommodation without regard to the individual?s status protected

by law. The College will reasonable accommodate qualified individuals with disabilities whenever the individual is otherwise qualified to safely perform all essential functions of the position. Any person employed by Wytheville Community College who fails to comply with this policy will be subject to disciplinary action.

Wytheville Community College is committed to Diversity and is an Equal Opportunity/ Affirmative Action Institution.

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see the list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.