Paul D. Camp Community College

TITLE: Criminal Justice Faculty – Full Time – 1 Position

CAMPUS: Suffolk Campus

Paul D. Camp Community College in Franklin, Virginia, is currently recruiting for a full time nine month teaching faculty appointment in Criminal Justice. Nine-month teaching faculty appointments run from August 16th through May 15th with the possibility of annual renewal. While faculty are based at a particular campus, they may be assigned to teach at various sites, including other campuses, as well as online or via other technology-delivered distance learning methodologies.

Functional Responsibilities

This position will act in the capacity of Program Lead for the college’s Administration of Justice degree and certificate programs. This faculty member will teach a variety of criminal justice courses in face-to-face, hybrid, and/or online formats for non-transfer degree students, including, but not limited to, introduction to law enforcement, criminology, and criminal law, evidence, and procedures. The major emphasis is on teaching, by working with students in classrooms, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens. Faculty responsibilities also include office hours, committee work, student activities, community engagement, student advising, and professional activities. Responsibilities may include work during the day and/or evening programs of the college, as well as its distance learning programs.

Required Qualifications

- Bachelor’s degree in Criminal Justice or a related field with a minimum of two years of recent full-time work experience in law enforcement or related field
- Ability to establish and maintain working relationships with local law enforcement agencies
- Effective verbal and written interpersonal skills
- Computer skills: Knowledge of Microsoft Office (Word, Excel, PowerPoint), Blackboard or other distance learning software, and software specific to the discipline. Candidates should possess sufficient technology skills to work productively in an organization that utilizes significant information and instructional technology resources
- Willingness to teach both day and evening
- Commitment to competency-based instruction
- Commitment to advise students in their career goals, class schedules and degree completion requirements
- Willingness to serve on college committees
- Commitment to curriculum revision, development, and assessment of student learning
• Ability to work with a diverse population
• Commitment to student recruitment
• Willingness to work with non-traditional college students

Preferred Qualifications

• Five or more years of experience in Criminal Justice
• Prior teaching experience
• Knowledge of, and experience with, proven teaching strategies that promote student success
• Program marketing experience
• Experience in assessing student learning

Salary: Anticipated salary range for 9-month teaching contract is between $40,061 and $58,088. Actual salary will be determined based rank which is based on individual qualifications and experience with consideration for internal alignment factors. The college offers an excellent benefits package.

Closing: For best consideration, applications should be received by February 3, 2014. Review of application materials will commence February 3, 2014, and continue until the position is filled.

Application Instructions

For consideration, applicants must submit a cover letter addressing their qualifications for the position, a current resume, unofficial copies of transcripts of all undergraduate and graduate degrees, and any other relevant coursework or certifications, and a completed Commonwealth of Virginia Application for Employment. Application packets should be e-mailed to jobs@pdc.edu or faxed to 757.569.6795, or mailed to Paul D. Camp Community College 100 N. College Drive Franklin, VA 23851, Attention Human Resources. E-mail attachments are accepted only in uncompressed MS Word or Adobe Acrobat (PDF) file formats.

Unofficial transcripts will be accepted with the application; however, no offer of employment will be made prior to official transcripts being provided to the college. In addition, all PDCCC positions require satisfactory completion of background checks prior to employment.

PDCCC is an EEO/AA and e-verify employer.